

Position Title:

Coordinator, Alternative Careers

Reports to: Senior Manager, IT & New Media

Team/Program/Project: IT & New Media / National Projects / Alternative Careers

Purpose:

The project builds a national bilingual website that showcases alternative careers / jobs targeting 24 regulated occupations that have been identified as priorities by the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications. The project goal is to help internationally-trained professionals and tradespeople to meaningfully participate in the Canadian labour market as soon as possible by raising their awareness of opportunities available in related, non-regulated careers.

The Coordinator, Alternative Careers coordinates the various elements of the project to achieve the project goal.

Qualifications:

- 3-5 years of experience as a coordinator working in a non-profit or community-based agency.
- Relevant post-secondary diploma or degree (e.g. social science, social work, community development, immigration & settlement studies).
- Knowledge and understanding of immigrant and refugee sector.
- Knowledge and understanding of immigrant and refugee issues and the agencies that serve them, including issues related to anti-homophobia, anti-transphobia, anti-heterosexism, anti-racism and anti-oppression.
- Experience working in a newcomer direct service information and referral environment, preferably in the area of settlement is an asset.
- Knowledge of the employment sector and regulated professions and trades and alternative career pathways strongly preferred.
- Strong knowledge of the Canadian labour market and labour market trends.

- Proficiency in professional recognition in Canada, N.O.C., trade certification and professional licensing information.
 - Competences in career and employment individual assessment, and job search techniques and process.
 - Familiarity with issues newcomers to Canada face in urban setting and systemic barriers facing integration in economic, social, education, and cultural aspects of Canadian life.
 - Excellent English written and verbal communication skills and ability to work with partners, users, and internal teams.
 - Extremely strong research, writing and editorial skills in both languages, and the ability to analyze, organize, and share large amounts of information especially within a web context.
 - Ability to write using plain language for the target audience.
 - Experience in program coordination, including program planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation.
 - Experience in web content management; experience with writing content in HTML (using software like Dreamweaver); familiarity with web-based content applications.
 - Strong organization skills, detail-oriented, independent, ability to meet tight deadlines and demanding schedules.
 - Proficiency with computers and Internet, including familiarity with community internet technologies and online discussion forums, social media (especially Web 2.0).
 - Strong community consultation skills and ability to liaise with a broad range of stakeholders.
 - Proven analytical skills.
 - Fluency in French is an asset.
 - Ability to travel on occasion.
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Responsibilities:

- Participate in the implementation of the OCASI online content strategy, which includes identifying potential types of content and priorities, sources, negotiating content, maintaining copyright and facilitating proper content posting.
- Research and document English language resources.
- Create English language content.
- Write articles and guides and edit existing content in clear language, with strict attention to accuracy, detail and accessibility.
- Build and maintain relationships with a variety of nonprofit and governmental organizations to acquire content. Work in cooperation with other community agencies gathering information to determine focus and user needs.
- Facilitate various online and open-standard-based projects, including development and maintenance of online discussion forums, blogs, event listings, social media and multimedia content.

- Respond to discussion group questions with appropriate information and referrals, in accordance with established service standards.
- Research responses to issues for which we do not have established resources, utilizing both community and government resources.
- Moderate the discussion forum and provide support to volunteer moderators.
- Make recommendations for technical and design improvements to the websites.
- Write and source content on priority audiences working with other team members on priorities and translations.
- Source and supervise subcontracted writers and editors.
- Support the development recorded testimonies of newcomer “success stories”.
- Develop and implement outreach strategy.
- Perform outreach activities to publicize the websites through relevant networks.
- Support project evaluation activities.
- Perform regular maintenance activities across the websites.
- Other duties as required including assisting in cross-team promotional and content support.

Salary: Annual salary \$50,000.

How to apply:

Please send resume and cover letter to gethired@ocasi.org by May 18, 2018.