

ONTARIO COUNCIL OF AGENCIES SERVING IMMIGRANTS (OCASI)

Senior Bilingual Policy and Research Coordinator

Position

Synopsis:

Working with the Policy Team, the Policy and Research Coordinator is responsible for developing and disseminating OCASI's policy. The Senior Policy and Research Coordinator will lead the Council's research and policy analysis activities to drive the Council Policy and Public Education program.

About OCASI:

The Ontario Council of Agencies Serving Immigrants (OCASI) acts as a collective voice for immigrant and refugee-serving organizations and coordinates response to shared needs and concerns. OCASI is a registered charity governed by a volunteer board of directors. OCASI's membership is comprised of over 220 community-based organizations in Ontario

Responsibilities:

Policy Development:

- Research, write and produce policy documents for the Board, Membership, staff and other stakeholders. Policy documents include position papers, briefs and responses to government policy positions.

Research and analysis of trends:

- Develop and implement research, consultations, policy processes and strategies to analyze issues, trends and concerns affecting immigrants and immigrant-serving organizations.
- Monitor and analyze trends in federal, provincial and municipal policies affecting the social, economic and political impact on immigrants and refugees and their service organizations.

Government Relations:

- Work with the Executive Director and the Policy Team to develop strategic plans in the areas of government relations and communications.
- Develop, manage and maintain relationships and coordinate activities between the municipal, provincial and federal governments and OCASI to further OCASI's goals and priorities.

External relations and communications

- Represent OCASI at coalitions, government and community committees, conferences, consultations and public forums
- Work with the Policy Team to develop and update content and structure of the OCASI website including OCASI regular communication documents and publications

Other Responsibilities

- Perform other duties as required, e.g. implement and monitor assigned projects to achieve project objectives.

Qualifications:

- University degree(s) or College Diploma, preferably in social sciences, public policy, communications or equivalent education and experience
 - Minimum 3 years professional experience in policy development
 - Knowledge of the principles of research design
 - In depth knowledge of research methods and techniques from a community development and public education perspective
 - Experience in government and community relations on policy issues affecting immigrants and refugees; knowledge of relevant issues, including legislation and government roles/responsibilities; strong analytical skills
 - Demonstrated ability to integrate in-depth knowledge of equity, access and anti-racism into all aspects of policy development
 - Effective interpersonal, organizational and cross-cultural communications, negotiation, public relation and public speaking skills
 - Demonstrated ability to work both independently and cooperatively with a high degree of initiative, responsibility, efficiency and enthusiasm. Ability to prioritize, multi-task and meet deadlines.
 - Highly developed verbal and written communication skills in both official languages, with an ability to communicate with a broad range of stakeholders from community representatives to senior management and political representatives.
 - Computer literate (MS Word, Excel, Outlook, internet)
 - Willingness to do some travel in Ontario

Our Commitment:

Compensation: \$52,000 + comprehensive benefits package

Deadline for Application: Send cover letter and resume by January 16, 2015

Apply to:

Hiring Committee, OCASI

Email: settjob@ocasi.org

For information about OCASI, visit www.ocasi.org.

We thank all applicants for applying. However, we regret that only candidates selected for an interview will be contacted. **No telephone inquiries please.**

OCASI is committed to Employment Equity