



Bilingual Coordinator - Community Education

OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

Overview:

Are you a coordinator ready to provide online facilitated and self-directed training on various topics? Then come work with us to update our existing curriculum to build capacity amongst the im/migrant and refugee serving sector.

Who are we looking for?

We are looking for a dynamic bilingual (French and English) coordinator with a commitment to help build capacity of frontline workers in the im/migrant and refugee serving sector.

What will the Bilingual Coordinator - Community Education do?

- Conduct needs assessments and analysis through the Community of Practice to identify training gaps and areas of interest
- Conduct a separate training needs assessment in French to adjust the courses to reflect the needs of the Francophone agencies
- Use the information obtained through the needs analysis to review, revise, and update existing curriculum to incorporate trends to keep participants up-to-date
- Incorporate into the new curriculum any updates on resource and referral information as well as any legislative and legal information updates
- Provide online facilitated and self-directed training on various topics including Foundations of Settlement Work, Employment Supports and Supporting Newcomer Youth

Who we are:

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has 240 member agencies across Ontario.

Required qualifications:

- Relevant post-secondary diploma or degree (e.g. social science, social work, community development, immigration & settlement studies) or the equivalent acceptable combination of education and experience working in the non-profit sector
- Minimum of 3 years of experience working as a coordinator in a non-profit or community-based agency in the immigrant services sector or other relevant community services sector

- Understanding of the expectations and needs of newcomers to Ontario along the settlement continuum; awareness of the intersectionality of newcomers (i.e. racialized, LGBTQIA+, GBV survivor, (dis)ability etc.)
- Excellent verbal and written communication skills in both French and English including the ability to communicate effectively with a wide range of stakeholders and influence decision-makers
- Strong relationship building and networking skills as well as the ability to establish rapport with members, partners, staff and volunteers
- Detail-oriented with strong organizational skills and the ability to meet tight deadlines and demanding schedules
- Good judgment, problem solving and conflict resolution skills
- Proficiency with computers and Internet including demonstrated experience utilizing social media tools to promote projects/campaigns

Preferred experience:

OCASI is committed to Employment Equity. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, persons of diverse sexual orientations and gender identities.

Details:

Salary is \$51,220 plus benefits, unionized with Unifor Local 87M

How to apply:

Send a cover letter and resume with the subject line: Bilingual Coordinator, Community Education by December 17th, 2021 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

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