



Coordinator, Community Education – Allies in Refugee Integration

OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

Overview

The Coordinator, Community Education – Allies in Refugee Integration is responsible for the planning, execution, and oversight of community engagement for this project. The Allies in Refugee Integration Project will increase and strengthen collaboration between settlement service providers and refugee sponsorship groups in Ontario and improve settlement outcomes of privately sponsored refugees.

Who are we looking for?

We are looking for a coordinator who is able to build community engagement for the Allies in Refugee Integration project.

What will the Coordinator, Community Education - Allies in Refugee Integration do? Here are some key responsibilities:

- Develop project goals, work plans, timelines, implementation strategies and related plans in collaboration and consultation with an advisory committee
- Organize collaborative design workshops with partners and key stakeholders
- Perform community engagement activities with diverse stakeholders for participation in project activities
- Develop a process for recruiting Ambassador Agencies and create an outline of the expected activities of the Ambassador Agencies
- Recruit Ambassador Agencies who will implement elements of the intentional connection and/or knowledge exchange practices.
- Create opportunities for inter-agency mentorship and the sharing of challenges and successes of the Ambassador Agencies in order to continue to identify and promote emerging promising practices.
- Maintain project website by creating and identifying resources through Ambassador Agencies that will be posted to the ARI webpage and be shared with stakeholders through networks and knowledge sharing events
- Host yearly roundtables to promote knowledge sharing between settlement workers and management, sponsors and SAHs
- Prepare reports for the funder and other stakeholders

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. Health/Mental Health, Social Work, Counselling, Immigration Studies or related fields) 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
- Experience in project management, including program planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation
- Understanding of equity and access issues as they pertain to immigrants, refugees, newcomers and racialized communities
- Demonstrated commitment to principles of social justice, cultural competency and equity and inclusion
- Strong community consultation skills and ability to liaise with a broad range of stakeholders
- Demonstrated knowledge and experience in community-based research methods, research coordination, data collection, quantitative and qualitative data analysis, monitoring, and program evaluation
- Excellent written and verbal communication, including strong report writing as well as facilitation and presentation skills
- Demonstrated relationship management experience, strong networking and community consultation skills and ability to collaborate with a broad range of stakeholders (partners, users, and internal teams)
- 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 MS Office, web-based applications such as Google docs, webinars, online surveys, e-communications and social media

Details:

- This is a full-time position based on 35 hours per week.
- Salary is \$51,220 plus benefits, unionized with Unifor Local 87M

How to apply:

Send a cover letter and resume with Coordinator, Community Education – Allies in

Refugee Integration in the title by January 19th, 2022 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are 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.