



Part-time Coordinator, Community Education – Positive Spaces Initiative 14 hours per week

OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

Overview:

Are you a Coordinator with community education experience in creating positive spaces? Do you want to play a key role support the settlement sector to more effectively serve LGBTQ+ (lesbian, gay, bisexual, trans, two-spirit, queer, questioning, intersex, asexual, pansexual, genderqueer, etc.) im/migrants? Then come work with us to as a Coordinator, Community Education for our Positive Spaces Initiatives Project.

Who are we looking for?

We are looking for a part-time Coordinator, Community Education – Positive Spaces Initiative who will help to coordinate all aspects of Positive Spaces Initiative (PSI) to ensure that the sector has the necessary tools to eliminate barriers LGBTQIA+ newcomers face in obtaining services.

What will the Coordinator, Community Education – Positive Spaces Initiative who do?

- Deliver training sessions to service providers to effectively meet the needs of LGBTQIA+ newcomers across the province
- Revise, update, and customize trainings to meet the needs of agencies and local communities
- Implement an outreach and promotion strategy that strengthens relationships with and amongst organizations that serve LGBTQIA+ immigrants and refugees across the province to encourage regional dialogue and creation of Positive Spaces networks
- Respond to local needs, and increase sector capacity; recruit and orient Regional Champions to lead regional activities; develop materials to support and orient Regional Champions – a Champion guidebook and orientation webinars
- PSI promotion and outreach activities at conferences, forums, and special events including community Pride and LGBTQIA+ celebrations
- Enhance and maintain the PSI website by including interactive resources, content pertinent to LGBTQIA+ issues; maintain PSI Community of Practice and utilize social media to provide timely information and resources to project beneficiaries
- Other duties as required including assisting in cross-team promotional and content support

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:

- Minimum of post-secondary diploma (e.g. social science, social work, community development, disability studies, immigration & settlement studies) or the equivalent acceptable combination of education and experience working in the non-profit sector
- Minimum 3 years of experience in a similar role, including coordinating and managing projects with a focus on LGBTQIA+ issues, in a non-profit or community-based agency
- Knowledge of the immigrant and refugee serving sector and experience working in a non-profit or community-based agency, preferably with LGBTQIA+ immigrants and refugees
- Demonstrated ability to work with and understand issues affecting LGBTQIA+ communities including experience working with trans and gender diverse communities
- Understanding of equity and access issues as they pertain to immigrants, refugees, newcomers and racialized communities
- Experience in developing curriculums and deliver online trainings using a variety of learning/training concepts and principles along with knowledge of adult learning
- Excellent group facilitation experience including a well-developed knowledge of relevant community resources including knowledge, experience and understanding of the LGBTQIA+ community normally acquired through work in the field and lived experience
- Highly developed skills in listening, observing, interpreting and evaluating audiences engaged in learning activities
- Design activities to meet learning objectives according to a variety of different learning styles as well as identify or create supplementary and take-home resources, etc.
- Excellent verbal and written communication skills as well as editing skills
- Experience in program coordination, including program planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation
- Strong relationship-building and networking skills and the ability to communicate effectively with a wide range of stakeholders
- Excellent interpersonal, problem solving and conflict resolution skills
- Ability to demonstrate sound judgment and flexibility in various situations
- Strong research skills and the ability to collect, analyze, organize and share large amounts of information as well as evaluate projects
- Detailed-oriented with strong organizational skills to meet tight deadlines and demanding schedules
- Good computer skills, proficient with MS Office applications, familiar with social media
- Ability to facilitate learning on Community of Practice
- Knowledge of multi-media equipment used to support and enhance training programs
- Experience managing content for a website
- Excellent interpersonal skills including the ability to consult, collaborate and work as part of a team
- Able to travel across Ontario

Details:

This is a unionized position for 14 hours per week. Salary is \$51,220 per annum (pro-rated to 14 hours per week).

How to apply:

Send a cover letter and resume with **Part-time Coordinator, Community Education – Positive Spaces Initiative** in the title by November 26th, 2021 to: Hiring Committee, OCASI at gethired@ocasi.org.

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 and others with the skills and knowledge to productively engage with diverse communities. 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.