



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Communications & Fundraising Assistant

Term: Part Time - 21 hours/week, February 2023 – Indefinite

Reports to: Chief Resource Development Officer (CRDO)

Location: 945 Wellington St. West

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Communication & Fundraising Assistant supports the Chief Resource Development Officer (CRDO) to deliver the communication & fundraising plan in accordance with goals set forth in the Strategic Plan. The incumbent the policies and programs within area of responsibility reflect a community development approach, and the tenets of equity, access and anti-racism / anti-oppression. The incumbent assists and executes any other duties as required by the CRDO.

Main Responsibilities:

- Support the delivery of an integrated plan for communication pathways; create and send engaging marketing to augment OCISO's presence in the sector
- Support the development and implementation of social media campaigns for marketing and fundraising
- Support the development of branding standards and compliance
- Maintains OCISO's resource & digital library of intellectual property (language resources, templates, presentations, photos etc.)
- Monitor and administer social media accounts, create content and respond to messages; e.g., Facebook, Twitter, YouTube, LinkedIn
- Compile and distribute information such as website and social media analytics, report on performance
- Support the coordination of website issues acting as liaison with contracted web developer. Updates content to OCISO's website and creates content as required
- Provide information regarding web projects & web updates and assist with quality assurance testing of website. Conduct web content audits to eliminate redundant and/or duplicate information

- Educate/train staff on the use of social media, email signatures, use of teams and zoom using OCISO backgrounds and templates
- Support the growth in major gift programs, solicitation calls and stewardship activities
- Maintain and develop the Donor Perfect fundraising database of supporter contacts and donors
- Support research on prospective trust and foundations, corporate funders and high net worth individual donors
- Provide support to a range of fundraising and promotional events – including planning, logistics and on the-day support
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti-oppression policy within the work environment and in the community
- Support the Manager in reporting and establishing volunteer outreach plan
- Participate on internal committees and working groups as required
- Promotes the program through outreach activities and promotional materials

Qualifications:

- Undergraduate degree in Social Services, Marketing, Philanthropy; or combination of relevant post-secondary education and related experience
- Minimum 2 years experience developing and managing social media networks and websites
- Experience coordinating fundraising activities and familiarity with Donor Perfect, Canada Helps etc.
- Excellent judgment in setting priorities, identifying issues and determining action required
- Adept at balancing major concurrent tasks and projects
- Excellent ability to see the big picture, anticipate problems, organize and coordinate appropriate responses
- Experience working in a multi-disciplinary, multicultural work environment
- Demonstrated professional and confidential work ethic
- Demonstrable experience in research and analysis of information
- Excellent interpersonal and team working skills, with an ability to work independently and seize opportunities
- High level of analytical and written skill – fluent in written and spoken English with strong presentation and persuasion skills
- Experience with Wordpress, Adobe Creative Suite (specifically InDesign and Photoshop), Hoot Suite, MS Office Suite and internet based productivity tools and databases
- Effective interpersonal and cross cultural communication skills
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary & Benefits: \$28,413 - \$28,981 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: Wednesday, February 15, 2023, until 5 PM (EST) and then until position is filled. Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_CFA _letter or resume) before applying and send it to Halimah Shaw, Chief HR & Operations Officer: hr@ociso.org.

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Please note, after the hiring process is complete and before joining, OCISO requires successful candidates to provide proof of their COVID-19 vaccination document as a condition of employment, subject to an Ontario Human Rights Code exemption.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.