



INTERNAL/EXTERNAL JOB POSTING

Position: Digital Literacy Coordinator

Job Type: Full-time (35hrs/week) December 2022- March 31, 2023, with possibility of extension

Reports to: The Manager, Settlement and Integration Services

Salary: **\$50,960/ per annum** plus a comprehensive benefits package including health, dental, RRSP, and generous leave entitlements

Application deadline: **December 5, 2022**

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Position Summary

The Digital Literacy Coordinator will support the goal of reducing the digital gaps and increasing access and digital literacy for immigrant women. The digital literacy coordinator will be responsible for supporting clients in accessing technology and the development of ongoing digital literacy workshops to ensure that the clients can fully access and participate in virtual services and learn the necessary skills to navigate online resources and supports.

Main Responsibilities

- Assess clients' and staff's digital literacy needs.
- Provide technical support to clients as they strive to acquire digital literacy competence.
- Connect clients to technology and assist in addressing digital equity among newcomer women.

- Coordinate and facilitate digital literacy workshops to provide clients with the necessary support needed to access virtual services.
- Explore opportunities to provide virtual support to newcomer women.
- Organize, loan, and track the program's devices to ensure full accountability and efficient access to technology.
- Prepare reports as required.
- Participate in all staff meetings and external meetings as required.
- Contribute to the overall functioning of the agency and perform other duties as may be assigned.

Qualifications

- Strong digital literacy and technology skills.
- Post-secondary education or a combination of education and digital literacy work experience.
- Experience in designing and delivering workshops and trainings.
- Excellent group facilitation skills.
- Ability to work with newcomers and diverse communities and understand the challenges faced by newcomer women.
- Knowledge and experience of computer applications and database software, Zoom, video conferencing Microsoft 365 and other work-related software.
- Excellent interpersonal, communication (spoken/written), and problem-solving skills.
- Fluency in English is required, additional languages will be an asset.
- Must be legally entitled to work in Canada.
- Must possess a valid Police Record Check for Vulnerable Sector.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, **December 5, 2022, 6:00pm** to:

Search Committee: Position Digital Literacy Coordinator, Immigrant Women Services Ottawa;

Email: infomail@immigrantwomenservices.com

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

Please note, as per IWSO policy, all existing and future employees must provide proof of full vaccination against COVID-19 or provide proof of exception under the Ontario Human Rights Code.