



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Project Facilitator/Job Developer – Workplace Language Training - RAISE

Term: Part-time – 28 hours per week, May 2021 – March 2022

Reports to: Manager, Community Economic Development Program

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

As a member of the dynamic and growing Community Economic Development team, the incumbent will facilitate the delivery and testing of the developed 10-module customer-service focused onsite Workplace Language Training (WLT) curriculum.

WLT a core pillar of the Refugee and Immigrants Support to Employment program (RAISE) was developed by Carleton University – Applied Linguistics research team in collaboration with OCISO to support newcomers with lower English proficiency levels (CLB 3-5) and work experience/training in customer service occupations.

Specifically the incumbent works closely with the RAISE team to engage employers, on board Volunteer Workplace Language trainers and supports the delivery of group and 1-1 Workplace Language training to employees of collaborating employers - (EmployMENTORS).

Main Responsibilities:

- Coordinate volunteer language tutors; recruits, on boards and retains volunteers to deliver workplace language training
- Provides training to volunteer language tutors, facilitates matches and provides support throughout their match, additionally facilitates the group Workplace Language Training sessions
- Supports the evaluation and testing of the 1-1 and group Workplace Language Training sessions
- Establish partnerships with Ottawa employers (EmployMENTORS), with support of RAISE team
- Participate on internal committees and working groups as required
- Ensure high standards of service delivery within an anti-racism and anti-oppression policy framework
- 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

Qualifications:

- University degree or certificate/college diploma in linguistics, TESL certified, social work, employment coaching, or a related field
- 3+ years of experience in the area of linguistics, delivering second language training
- Proven experience in supporting learners of a second language
- Excellent program coordination, organizational, and presentation skills, strong verbal and written communication skills
- Effective interpersonal and cross cultural communication skills
- Volunteer coordination experience an advantage
- Knowledge and experience with mainstream computer applications, database software and on-line learning platforms
- Fluent in English – Arabic and/or French desirable
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary & Benefits: \$47,500 - \$50,100 annually, based on a 35 hour work week (prorated for part-time). Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement

Application Deadline: May 4, 2021 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R Administrator at hr@ociso.org.

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, 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 persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.