



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

INTERNAL/EXTERNAL JOB POSTING

Position: Digital Projects Coordinator - DMSI
Term: November 2021 - March 2023 – 35 Hours per week
Reports to: National Program Manager - DMSI

Are you an experienced planner who thrives on making sure things get done? Have you worked in digital communications or non-profit services? Refugee 613 is looking for a talented project co-ordinator to lead their innovative Digital Messaging for Settlement and Integration project into a new phase, serving refugees arriving from Afghanistan.

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. OCISO has been the fiscal sponsor of Refugee 613 since 2015, and as such all Refugee 613 staff are employees of OCISO.

About Refugee 613

Refugee 613 is a communications organization created by a network of service providers, refugee sponsors and community volunteers. We provide our partners and the public with information, connection and inspiration to improve the welcome and integration of refugees. As part of our commitment to actively work to dismantle systemic racism, we strive to embed equity and inclusion in all our internal practices and services. Our small, energetic and highly diverse team values life experience, curiosity, listening skills and creativity. We work hard, laugh a lot and care deeply about what we do. We particularly encourage applications from former refugees and other newcomers with the relevant skills and life experience to help Refugee 613 continue to deliver innovative and relevant services to build a more welcoming world.

Project Overview

As part of its mandate to provide innovative information services, Refugee 613 is entering a new phase of its Digital Messaging for Settlement and Integration (DMSI) initiative. Originally a 3-year project funded by IRCC, DMSI has already tested a variety of approaches to the use of digital messaging for the delivery of settlement information to newcomers, with the main goal being to improve the settlement and integration experience. We have completed a national environmental scan of existing digital communications services for settlement, an in-depth evaluation of Refugee 613's own digital messaging pilot, the implementation of additional models in four sites across Canada, a workshop series and a national summit to share the project's learning. In this new phase, the DMSI team will launch an exciting new pilot, a national digital messaging service to support Afghan refugees in accessing settlement information quickly and easily. The team will also continue to share resources and training to build the capacity of others in the settlement sector to design and implement their own effective information services using digital messaging.

Position Summary

Reporting to the National Program Manager, the Digital Projects Coordinator will coordinate the implementation and evaluation of ongoing DMSI activities and support the implementation of the new pilot initiative for Afghan newcomers.

Main Responsibilities

- Embed an equity and inclusion lens in all activities.
- Coordinate the implementation of existing DMSI project plans, including training and coaching for digital messaging and knowledge mobilization.
- Under the direction of the National Program Manager, support the planning and implementation of the launch, scaling and testing of the Afghan digital service pilot through the coordination and documentation of activities.
- Support the planning, development and implementation of mechanisms for knowledge-sharing, including coaching frameworks, webinars, toolkits and other content.
- Organize and facilitate workshops and other learning activities as needed.
- Support the National Program Manager to ensure all activities are meeting funder deliverables and ensure timely reporting.
- Implement evaluation for project components as needed.
- Liaise with project consultants and other contractors.
- Manage project budget and financial reporting.
- Implement relevant administrative activities.
- Demonstrate a commitment to OCISO's culture of respect approach.

Essential Qualifications

- Post-secondary or graduate degree in a relevant field, or equivalent professional experience
- Excellent project management skills: You know how to develop and implement a project plan according to best practices using project management software, and you love doing it!
- Strong communications skills: You know how to write engaging emails, reports and training documents that people want to read.
- Excellent organizational abilities and a passion for solving problems: When you see a gap in project operations, you seek solutions to resolve it.
- Strong event planning skills: You are good at organizing workshops and other events and making sure every detail is addressed to give participants a welcoming and valuable experience.
- Experience in working with people from diverse backgrounds
- Experience in a non-profit or public sector is considered an asset: You know the context and challenges of working in the non-profit sector.
- Excellent verbal and written knowledge of English required; proficiency in Dari and Pashto is considered a desirable asset.
- Highly motivated, creative and organized
- Strong work ethic and ability to multi-task and work independently
- Proficiency with the full MS Office Suite, Google Docs and project management software such as Asana

Desirable

- Experience managing digital projects
- Lived experience of migration and/or experience working in collaboration with the Afghan-Canadian community
- Experience working in the non-profit sector, particularly in delivery of services supporting the settlement and integration of newcomers
- Ability to thrive in a fast-paced environment with a small, mission-driven team

Salary & Benefits: \$54,800 to \$55,600 annually, based on a 35 hours per week. Comprehensive benefits plan including health, dental, RRSP plan, and generous leave entitlement.

Application Deadline: Thursday, November 11, 2021 – by 5:00 PM.

Application Process: Please use your cover letter to demonstrate exactly how your experience aligns with this specific role, in less than 250 words. Ensure renaming your documents before applying and send to Chandan Rathaur, HR Administrator: hr@ociso.org

- A cover letter with the following file name: *Name_DMSIDigitalprojectCoordinator_CoverLetter*
- A resume with the following file name: *Name_DMSIDigitalprojectCoordinator_Resume*

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.

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.

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.