



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

INTERNAL/EXTERNAL JOB POSTING

Position: Refugee613 - Project Administration Officer (Remote)

Term: October, 2021 to February, 2022 (16 weeks, Part Time, 17 hours/week)

Reports to: Project Coordinator - Admin, Refugee 613

Are you a young professional with an organized mind and office experience? Do you have a proven flair for community outreach and providing support to stakeholder relations? Are you passionate about using your skills to make a difference in the world? Refugee 613 needs you!

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.

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 ensure equity and inclusion are embedded in our internal practices and services. Our small, energetic and diverse team highly values life experience, curiosity and creativity. We work hard, laugh a lot and care deeply about what we do.

Position Summary

The Project Administration Officer position, funded by the Canada Summer Jobs program to provide employment experience to youth under the age of 30, will provide key operational support to the Refugee 613 team as we work with community partners to welcome refugees to Ottawa, in particular those arriving from Afghanistan. Specifically, this role includes helping to maintain strong and supportive community outreach as well as internal administrative support for staff.

Main Responsibilities:

- Assist the Director and Refugee 613 staff with stakeholder support, including answering email inquiries, providing referrals.
- Assist with community outreach for Afghan resettlement, including connecting with community members, providing information and referrals.
- Administrative tasks as required, including scheduling, meeting coordination, emails and contact database management.

- Support research activities as needed.
- Assist with planning and executing events including workshops and webinars.
- Supporting stakeholder communications as needed.
- Demonstrate a commitment to OCISO's culture of respect approach.

Mandatory Terms: *Please note that the funder has set few specific terms for this position, ensure that you qualify before submitting an application.*

- Age between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Note: Unfortunately, International Students are not eligible for this opportunity).
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Qualifications:

- Experience with office management and administrative tasks, such as scheduling and communicating with external partners with a high level of professionalism.
- Excellent verbal and written knowledge of English required. Proficiency in Dari, Pashto and/or French considered an asset.
- Experience planning and delivering meetings, learning events and social events.
- Highly motivated, creative and organized.
- Strong customer-service approach to managing relationships with external partners.
- Strong interpersonal, organizational and time-management skills.
- Ability to work with a small, mission-driven team in a sensitive, respectful manner.
- Experience in working with people from diverse cultural backgrounds.
- Strong work ethic and ability to multitask and work independently.
- Proficiency with the full MS Office Suite, Mail Chimp, WordPress, Twitter, Facebook and Instagram.

Salary: \$14.25/hour

Application Deadline: October 11th 2021 – Monday until 5:00 PM.

Application Process: *Please rename your cover letter and resume with your "First name_position title" (e.g., Chandan_HR Administrator) before applying and send to Chandan Rathaur, HR Administrator: 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.

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.