



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: YOCISO Program Coordinator - Wrestling

Term: Part-time – 24.5 hours per week, February 2022 – March 31 2023

Reports to: Manager of Youth Services (YOCISO)

About OCISO

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

Position Summary

Reporting to the Manager of Youth Services (YOCISO), the Wrestling Program Coordinator is responsible for the overall organization and implementation of the Wrestling with Champions project, including development and implementation of weekly activities, collaboration with professional wrestling instructors and partners, outreach and recruitment of youth participants, monitoring and maintaining program expenditure, collecting of program statistics, evaluation, and reporting. In addition, the Wrestling Program Coordinator is responsible for supporting immigrant and refugee youth through organized recreational sports activities that would facilitate their successful integration into the Canadian society and help them become active and engaged citizens.

Main Responsibilities:

- Plan, organize, and direct all activities as required for the full implementation of the Wrestling With Champions project goals and objectives
- Responsible for outreach and recruitment of newcomer children and youth participant athletes
- Manage administrative aspects of the project (including setting up a tracking system for statistics, schedules, invoices, initial intake assessment, evaluation forms, and reporting)
- Work closely with Wrestling with Champions project coach and instructors
- Work collaboratively with YOCISO team in developing outreach plan in schools and Newcomer Youth Centre
- Advocate for and support newcomer children and youth community integration through organized recreational sports programming initiatives
- Supervise and train volunteers
- Organize, prepare and supervise weekly wrestling classes at the program location
- Provide one-on-one support to newcomer children and youth to increase their awareness of resources and opportunities, in particular for afterschool program support at the Newcomer Youth Centre
- Provide safe spaces and welcoming environment for newcomer youth

- Ensure high standards of cultural and linguistic service delivery approach within an anti-racist/anti-oppression practice
- Demonstrate a commitment to OCISO's culture of respect approach

Qualifications:

- Post-secondary education in social sciences field and equivalent experience
- Experience in working with youth from diverse cultural backgrounds
- Sound knowledge of different issues facing newcomers in Canada, specifically refugee and immigrant youth
- Proficiency in English and Arabic is essential
- Knowledge of other languages is an asset
- Proven leadership with strong analytical skills
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment
- Experience in facilitating workshops and presentations for newcomers, in particular, youth
- Flexibility regarding assigned work hours and location
- Strong work ethic, leadership and the ability to multi-task
- Strong communication, interpersonal, organizational and time management skills
- Ability to work with a diverse group of youth in a sensitive, respectful & non-judgmental manner
- Ability to integrate in-depth knowledge of equity, access and anti-racism and anti-oppressive aspects of program development
- Ability to work as a member of a team, individually, and with minimal supervision
- Access to a vehicle is desirable but not mandatory
- Good working knowledge of computer programs and systems (MS Office, Email and Internet)
- Knowledge of community resources

Salary & Benefits: Range \$47,484 - \$48,430 annually (prorated for part time). Comprehensive benefits plan including health, dental, RRSP plan, and generous leave entitlement.

Application Deadline: Friday, January 28, 2022 – by 5:00 PM (EST).

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 at hr@ociso.org*

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