



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Manager for Language Instruction for Newcomers to Canada (LINC) Program
Term: Full time (35hours/week) – September - Indefinite
Reports to: Executive Director

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

The LINC Program provides free language instruction for adults and child minding and settlement services for immigrant and refugee families into Ottawa community.

The Program Manager is responsible for the overall leadership and operation of the program, including fiscal and human resource management in accordance with the overall vision and strategic direction of OCISO. Other important aspects of the role include maintaining stakeholder relations and offering leadership to various community initiatives in support of the integration of newcomer families into the community.

Main Responsibilities:

- Responsible for the program's fiscal and human resources management and implementation of OCISO's policies and procedures.
- Pursue program partnerships and funding opportunities consistent with community requirements.
- Control and monitor the program budget, ensuring activities comply with funder and organizational policies.
- Identify and monitor changes in client demographics and complexities at the service provision level and provide culturally and linguistically appropriate programming to respond to those changes.
- Manages program outreach strategy to raise awareness of program and services.
- In consultation with the Executive Director, ensures that facilities meet program needs and applicable codes and regulations.
- Ensures language instruction services and activities comply with guidelines of professional regulatory bodies.
- Ensures child minding services operations comply with requirements and guidelines of funders (e.g., National LINC Childminding Requirements, guidelines of Childminding Monitoring Advisory & Support Canada).
- Provides leadership, support and direction to team in complex and high pressure situations.
- Conducts program evaluation and oversees the development of specialized language services.
- Demonstrates 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:

- Master degree in a social science or administration, or a combination of a Bachelor degree and at least three years of experience in program development.
- Three (3) years of demonstrated management experience with preference given to those with additional experience in the provision of supervision, coordination and/or management of a program.
- Proficiency in program development, delivery and evaluation, preferably in a community-based setting.
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment and the ability to supervise and direct staff.
 - Experience in government and community relations.
- Effective interpersonal, organizational and cross-cultural communication, negotiation, public relations and public speaking skills.
- Demonstrated skills in planning, organization and time management
- Excellent verbal and written skills in English. Other languages are desirable.
- Demonstrated ability to integrate in-depth knowledge of equity, access, and anti-racism into all aspects of program and policy development
- Proficiency with MS Office Suite, database applications, internet applications, social media and flexibility with regard to work time.
- Professional accreditation related to teaching (e.g., Bachelor of Education degree, TESL certification) considered an asset.
- Experience teaching English as a Second Language to adults considered an asset.

Salary & Benefits: \$61,500 – \$63,500 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: September 4, 2020 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. 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.