



<b>Job Title:</b>	<b>Project Coordinator</b>
Status:	Part time – Contract
Hours:	21 hrs/week
Pay scale:	\$25.00/hr; 4% in lieu of benefits
Application deadline:	Until filled

### **Who we are**

The Muslim Resource Centre for Social Support and Integration is a not-for-profit, charitable, anti-violence, and social support agency promoting family safety and wellbeing within London's diverse communities.

The Ottawa Muslim Community Services (OMCS) in Ottawa is an organization whose vision is to foster a safe and healthy community where everyone is able to access religious and culturally sensitive services that meet their needs.

### **Job Summary**

Part-time position for "Scaling up of the promising practice - Culturally Integrative Gender-Based Violence Response Model" Project, funded by the Ministry of Women and Gender Equality (WAGE). This project is led by the Muslim Resource Centre for Social Support & Integration (MRCSSI) in London, Ontario and in partnership with Ottawa Muslim Community Services (OMCS) in Ottawa and Coalition of Muslim Women (CMW) in Kitchener/Waterloo. We are looking for a Project Coordinator to lead the work in the Ottawa region.

### **Roles and Responsibilities:**

- Identify and contact key organizations, stakeholders, and potential partners for the project.
- Conduct community outreach and development to facilitate participant referrals.
- Engage and ensure participation of all key stakeholders.
- May be required to support literature and program reviews.
- Support the development of project methodologies, processes, and an evaluation plan.
- Support the research and analyses of pertinent information and data.
- Coordinate logistics, and program participants for meetings and information sessions.
- Ensure timely preparation of information and other written documents/materials as required for project implementation.
- Support planning and coordination to ensure training to participants of the program
- Consult with the Project Manager on a regular basis.
- Facilitate engagement of survivors, diverse Muslim communities and service providers as partners to foster safe and brave dialogues on GBV and oppressive practices facing women and girls on various levels.
- Ensure activities in Ottawa are consistent with the project objectives and ensuring that the project meets targets, budget, and timelines, with appropriate reporting and evaluation.



## Requirements

- University degree in Human Services or related field, including Social Work, Social Services, Sociology, Psychology, Counselling, Business, Communication or Public Health.
- Knowledge of violence against women sector and/or knowledge around Muslim community serving agencies, organizations and groups.
- Some knowledge around principles of project management, project planning and/or implementation
- Ability to manage complex and sensitive issues and exercise ethical decision-making.
- Some experience or knowledge around project management software.
- Demonstrated abilities in anti-oppressive practice skills and ability to communicate appropriately with people from diverse backgrounds, cultures and experiences;
- Demonstrated experience in the delivery of culturally appropriate and sensitive services.
- Excellent interpersonal, time management, problem solving and organizational skills; ability to work independently, as well as within a team environment.
- Proficiency in and familiarity with Microsoft Office including word processing and spreadsheets, E-mail and Internet navigation is an asset.
- Languages: English is essential – French and other languages are an asset.

MRCSSI and OMCS invites applications from all equity seeking groups and is committed to providing accommodation in all stages of hiring and employment. Should you require accommodation, please indicate so in your application.

We thank all interested applicants however, only those selected will be contacted for interviews.