



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

**INTERNAL/EXTERNAL OCISO JOB POSTING**

**Position:** Wrestling Program Coordinator

**Term:** Part-time – 24.5 hours per week, September 2020 – Indefinite

**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 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**

Reporting to the Manager of Youth Services (YOCISO), the Wrestling Program Coordinator is responsible for the overall organization and implementation 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 Canadian society and support them to 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 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 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/or 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
- 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
- Proficiency in English is essential
- Oral communication in Arabic essential and additional language is an asset
- Good working knowledge of computer programs and systems (MS Office, Email and Internet)
- Knowledge of community resources

**Salary:** \$46,000 - \$47,400 annually, based on a 35 hour workweek (prorated for part-time). Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

**Application Deadline:** August 21, 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](mailto: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.*