



EMPLOYMENT OPPORTUNITY

Inclusion and Diversity Program Coordinator **Deadline for applications: June 9, 2023, or until filled**

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

The Inclusion and Diversity Program Coordinator is responsible for the coordination, management and continuity of Inclusion and Diversity programs and services for 2SLGBTQIA+ individuals, with existing services in the Ottawa area, and provide advocacy while building partnerships with these organizations, as well as providing culturally appropriate support at the ONFC.

REQUIREMENTS

- The candidate must possess a college or university diploma in Social Work, or related field.
- Extensive knowledge and understanding of issues encountered by 2SLGBTQIA+.
- Minimum of 3 years of demonstrated and work-related experience as a program or project coordinator.
- Demonstrate strong knowledge and awareness of Indigenous culture and history.
- Ability to interpret and effectively manage multiple and competing priorities and deadlines.
- Ability to organize and evaluate, communicate and present information, both verbally and written.
- Build and maintain lasting relationships with key partners, stakeholders, and external agencies.
- Experience in grant and proposal writing.
- Intermediate to advanced knowledge of MS Office Suite applications.
- Provide satisfactory criminal record check and vulnerable sector check.
- Knowledge and understanding of the historical and intergenerational traumas carried among our 2SLGBTQIA+ Indigenous peoples of Turtle Island.
- Proficient understanding of all other systemic issues faced by urban Indigenous communities.
- Works cooperatively and effectively with others to reach a common goal, prevents conflict and shares resources to encourage symbiotic relationships with the organization.
- Attention to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties in.
- Takes pride in the work that is accomplished and understands the function of the tasks with the larger picture of the organization, while ensuring deadlines are met and work is completed properly.

RESPONSIBILITIES

- Provide support to clients who identify as 2SLGBTQQIA+.
- Connect to 2SLGBTQQIA+ individuals with existing services in the Ottawa area.
- Provide advocacy while building partnerships with organizations.
- Provide culturally appropriate support at ONFC pertaining to 2SLGBTQQIA+.
- Provide advocacy and education to service providers on client's behalf.
- Form strong partnerships with other supporting organizations.
- Create a space for clients, to feel comfortable and welcome within the community.
- Prioritize mental health and well-being, ensure all activities have therapeutic approach.
- Connect with individuals and services and remove barriers.
- Maintain a professional image and demeanor with all employees, management, directors and visitors at all times.
- Assist clients with forming a steering committee.
- Plan, organize and create an ONFC float for the 2SLGBTQQIA+ to be recognized in the Ottawa Pride Parade.

WORK ENVIRONMENT

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Extended periods of sitting or standing.
- Interaction with employees, management, other service providers and the public.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.
- Travel may be required.

SALARY

To be determined based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your: **1) Cover Letter** and **2) Résumé**, telling us why you think you'd be a great addition to the ONFC to: emacdonald@odawa.on.ca by June 9, 2023.

Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.