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**CATHOLIC CENTRE FOR IMMIGRANTS  
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**Job Title: Administrator – Ottawa Karen Youth Centre**

**This position reports to:** Program Manager  
**Starting Date:** As soon as possible  
**Employment status:** Part Time Term (32 hrs/week) to June 2021 (Three Year Term)  
**Annual salary range:** \$23.00/hr.

**Position Summary**

Under the direction of the Program Manager, the OKYC Administrator is responsible for all administrative functions of the Ottawa Karen Youth Centre (OKYC) including office and equipment management and budget management. This program will work in partnership with the Catholic Centre for Immigrants and the Karen Youth Team in Ottawa with funding from the Ontario Trillium Foundation.

**Main Responsibilities:**

- Supports the activities of the advisory committee and the Karen Youth Team,
- Responsible for project expenses, and ensuring that there are no deficits,
- Responsible for project and financial reporting to CCI,
- Provides administrative support for staff, youth and volunteers,
- Coordinates program activities and team fundraisers,
- Schedules and supports meetings related to the OKYC activities such as monthly meetings of the advisory committee and the Karen Youth Team community meetings,
- Conducts research to develop and implement policies, best practices, guidelines and initiatives to support the organization's strategic goals,
- Initiate and maintain staff, youth and volunteer records for the program,
- Schedule and support all events, meetings and other gatherings as needed, and
- Other duties as assigned

**Qualifications:**

- Fluency in oral and written communication of Karen language is required for this position. Burmese language skills are considered an asset,
- Prior experience in administration is preferred,
- Relevant College or University Degree is preferred.
- Must be willing and able to work a flexible schedule, including evenings and weekends,
- Knowledge, familiarity and connection with Karen youth and Karen community is desired,
- Must be able to network with other multicultural groups in Ottawa,
- Experience managing budgets and developing and implementing policies and procedures is an asset,
- Volunteer management experience is an asset,
- Ability to perform duties independently or with minimal supervision,
- Ability to work effectively as part of a team,
- Ability to work with all youth, including at risk youth, in an effective, supportive and positive manner,
- Excellent interpersonal skills, with experience in conflict resolution and cross-cultural competencies,
- Fluency in oral and written English is required,
- Excellent organizational skills and the ability to set priorities and meet deadlines,
- Advanced with computer applications including Microsoft Office Suite, and
- Must be willing to travel from time to time within Ottawa.

**Please send your Resume and Cover Letter to Courtney Morrison at [courtney@cciottawa.ca](mailto:courtney@cciottawa.ca)**

**Deadline for applications is: Friday, June 1<sup>st</sup>, 2018 at noon.**

**Please note that only those selected for an interview will be contacted.**

CCI is committed to providing a barrier-free workplace and promoting respect for all people. CCI will make every reasonable effort short of undue hardship to create a workplace environment that is as free from barriers as possible. CCI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.