
**CATHOLIC CENTRE FOR IMMIGRANTS
CENTRE CATHOLIQUE POUR IMMIGRANTS**

Job Title: Program Coordinator – Ottawa Karen Youth Centre

This position reports to: Program Manager
Starting Date: As soon as possible
Employment status: Part Time Term (7-16 hrs/week) to June 2021 (Three Year Term)
Annual salary range: \$23.00/hr. (plus 4% vacation pay)

Position Summary

Under the direction of the Program Manager, the OKYC Program Coordinator is responsible for the development and delivery of all activities offered to the Karen Youth Team in Ottawa with funding from the Ontario Trillium Foundation and in partnership with the Catholic Centre for Immigrants.

Main Responsibilities:

- Plan and deliver the Ottawa Karen Youth Centre's (OKYC) events and activities.
- Network with other agencies for collaboration and coordination of events and training,
- Develop youth programs, activities and events by communicating with Karen Youth Team to meet their specific needs,
- Responsible for running the after-school homework club,
- Responsible for recruitment, supervision and training of volunteers,
- Plan, support and deliver the activities of OKYC,
- Plan all event logistics including time, location, program and cost,
- Review event bills and forward to administrator for approval and submission to CCI,
- Collect participant information and produce draft program reports,
- Ensure that equipment and other resources are used properly and returned to the Centre in good condition, 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,
- Experience working with Karen Youth Team and Karen community required,
- Completion of High School diploma or 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,
- 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,
- Fluency in oral and written English is required,
- Excellent organizational skills and the ability to set priorities and meet deadlines, 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

Deadline for applications is: Friday, June 1st, 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.