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Join our Amazing E Fry Ottawa Team!

Community Outreach Activity Coordinator (contract to April 31, 2021)

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist community agency offering programs and services to women and men in conflict with the law. E Fry Ottawa is partnering with Bronson Safe Open to encourage community participation in programming for people who are/may be isolated. This position includes support for both E Fry Ottawa programming and Bronson Rise programming. The Community Outreach Activity Coordinator is responsible for planning, developing and facilitating recreation and leisure activities and events for community members (virtually and in person) and for undertaking community outreach – including to the E Fry Ottawa community. For the Bronson Safe Open initiative, the Coordinator will encourage and support collaboration, relationships, inclusion of marginalized populations across the community, and reduction of risk of social isolation with an intergenerational and cross-cultural focus. The Coordinator will also promote and encourage participation in E Fry Ottawa programs, including Gateway, Drop-In and Indigenous Peer support. This position is a short-term contract in a unionized environment. It is supported by funding from the Bronson Centre Seniors Inclusion Project (BCISP) and E Fry Ottawa program funding.

Job title: Community Outreach Activity Coordinator

Reports to: Manager of Community Engagement (or Executive Director)

Hours: 37.5 hours/week (up to 12-week contract, with the possibility of extension)

Language: English Essential (Bilingual Preferred)

Salary: \$20.27/hour plus benefits

Core Responsibilities

The Community Outreach Activity Coordinator is responsible for developing, coordinating, promoting, and evaluating recreation and leisure activities for marginalized community populations that include criminalized women and those who may become criminalized, seniors, people with mental health challenges and/or other groups who are/may be isolated. The Bronson Safe Open project is part of the Bronson RISE initiative to keep the Bronson Centre vibrant – through a combination of in-person COVID-safe activities and events and online/virtual activities. The position also includes targeted outreach specifically to promote E Fry Ottawa programs and services throughout the community.

Community Outreach

- Promote activities (for Bronson Rise and E Fry Ottawa) through posters, social media/website and partnerships.
- Collaborate with Bronson Rise, the Psychiatric Survivors of Ottawa and Flo's Seniors, and other agencies in the Bronson Centre and beyond to engage their communities – and expand engagement of other agencies.
- Encourage participation in specific E Fry Ottawa programs Gateway, Drop-In and Indigenous Peer Support.

Client Service and Communication

- Provide technical assistance to participants in accessing Zoom and/or other applications.
- Greet and acknowledge all participants at the start and end of each program in a friendly manner.
- Regularly send out program reminders, information, updates and notifications to all participants.
- Oversee and train volunteers and staff who will assist in monitoring and facilitating programs.

Coordinate Recreation Programs

- Initiate and organize the monthly Bronson Safe Open calendar while taking into consideration facilitators' schedules and preferences.
- Create, plan, organize, and implement accessible and engaging leisure and recreational programs that are held weekly or monthly (with in-person and virtual options available) with assistance from other organizations.
- Assist with and monitor setup of virtual programming through Zoom and/or other applications.
- Increase program engagement and retention of criminalized and marginalized women, seniors and other groups at risk of social isolation by contributing to development of a diverse inter-generational and cross-cultural spectrum of activities.
- Increase the capacity of participating organizations (Bronson Centre tenants and other community agencies) to reduce barriers to social isolation and marginalization and promote inclusion

Administrative Support

- Create and regularly update the Bronson Safe Open website and registration page.
- Create and administer participant surveys and track/analyze results.
- Track project funding requirements and program budget.
- Organize and maintain registration information, participation numbers and data for reporting purposes.

Other Responsibilities

- As a member of E Fry Ottawa staff this successful candidate is responsible for promoting and delivering on the mission, vision and values of E Fry Ottawa.
- Collaborate with other community agencies to plan, problem solve and coordinate services.
- Other duties that may be assigned by the Manager, Community Engagement or the Executive Director.

Qualifications

Required education and experience

- University degree or college diploma in social services, recreation, or equivalent experience.
- Demonstrated experience working with marginalized populations and community agencies that serve them.
- Demonstrated experience with event and activity planning.

Required knowledge and skills

- Excellent verbal and written communication skills (English required).
- Knowledge of and proficiency with using and hosting Zoom and other online platforms.
- Knowledge of and proficiency with Microsoft Suite products.
- Basic budgeting skills to support program development and ongoing maintenance.
- Strong organizational and reporting skills.
- Ability to work independently and as part of a team, including remotely.
- Valid First Aid/CPR.

Are you an ideal candidate?

In addition to the above requirements, some "great to have" qualifications include:

- You have a genuine interest in working with marginalized people with care and empathy.
- You are a team player and thrive with change.
- You are an enthusiastic communicator.

Apply by 4:00pm, February 7!

Please submit your resume and a cover letter to Cathy Robinson, Executive Director, through careers@efryottawa.com

Tell us how you meet or exceed the above required and "great to have" qualifications.

We thank all who apply. Only those selected for an interview will be contacted.