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Join our Amazing E Fry Ottawa Team!

Community Outreach Activity Coordinator (five-month contract – possibility of extension)

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. The Community Outreach Activity Coordinator is responsible for day-to-day coordination of Bronson Safe Open (a social inclusion project with a focus on seniors) with key Bronson Centre partner agencies. The role requires planning and supporting recreation and leisure activities and events for community members (virtually and in person). The Coordinator collaborates with local community groups and agencies that support marginalized people, including seniors, criminalized women and those who may become criminalized, people with mental health challenges and/or who are otherwise marginalized. This position reports to the Associate Manager of Community Engagement. It is a five-month contract (with possibility of extension) in a unionized environment.

Job title: Community Outreach Activity Coordinator
Reports to: Manager of Community Engagement
Hours: 37.5 hours/week (5-month contract with possibility of extension)
Language: English Essential (Bilingual Preferred)
Salary: \$20.27/hour (**negotiations for a new collective agreement have been initiated**), plus benefits

Core Responsibilities

The Community Outreach Activity Coordinator is responsible for helping to select engaging recreation activities for the project's target audiences, and for coordinating, promoting, and evaluating the project's reach and success with engaging marginalized and isolated community populations that include seniors, criminalized and otherwise marginalized women and non-binary folks, and other groups.

Coordination of Recreation Programs

- Encourage and engage seniors, marginalized women and other groups at risk of social isolation its impacts through an inter-generational, 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
- Coordinate diverse programming held several times a week (virtually, and, as public health guidelines allow, in-person sessions) with assistance from other organizations
- Collaborate with key project partner agencies in the Bronson Centre and beyond to engage their communities

Online & Outreach Responsibilities

- Attend all activity session (online and in person) to engage and welcome participants, to support the facilitators and to provide technical assistance (joining Zoom calls, etc.)
- Serve as the day-to-day contact with the facilitators hired to deliver programming
- Participate in the planning of accessible, engaging in-person and online programming

- Identify stakeholders with a shared interest in inclusion of marginalized groups, including criminalized women, seniors and others
- Build relationships with external consultants to evaluate the project and contribute to outcomes
- Contribute to the development of engaging promotional materials, including posters, online presence (social media, website)
- Work with the Bronson Rise/Bronson Centre website coordinator to ensure timely posting of calendar of events and easily accessed links (through Eventbrite)

Administrative Support

- Assist and monitor setup of virtual programming through Zoom and/or other applications
- Create a calendar of events every two months, for posting on the Bronson Centre website
- Participate in bi-monthly staff meetups with other participating groups Contribute to the creation of participant surveys, and track participation data
- Synthesize participation data and draft regular brief synopses of quantitative and qualitative findings

Other Responsibilities

The Community Outreach Activity Coordinator collaborates with other community agencies to plan, problem solve, identify emerging trends and issues, and coordinate services. Other duties may be assigned by the Manager, Community Engagement or the Executive Director. All E Fry Ottawa staff are responsible for promoting and delivering on the mission, vision and values of our organization.

Qualifications

Required education, experience and knowledge

- Experience and/or education equivalent to a post-secondary degree/diploma in social services, recreation, public relations or similar field
- Experience working with marginalized populations and community agencies that serve them
- Knowledge of and proficiency with Microsoft Suite products, Eventbrite, social media (Instagram, Facebook, others)
- Experience organizing events and planning activities, including virtual events using Zoom
- Excellent interpersonal skills and a commitment to teamwork
- Excellent planning, organizational, troubleshooting and reporting skills
- Excellent verbal and written communication skills (English required)
- Basic budgeting skills to support program development and ongoing maintenance
- 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 an enthusiastic and outgoing communicator

Apply by noon, August 3!

Please submit your resume and a cover letter to Associate Manager, Community Engagement 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.