



## **Ottawa Guiding Council for Mental Health and Addictions**

24/7 Crisis Response

### **JOB POSTING**

#### **Program Coordinator**

**Temporary Contract (6 months)**

**Closing date: August 23, 2022**

**Location:** Ottawa

#### **Summary of duties related to the position:**

Under the supervision of the Directors of the Ottawa Guiding Council for Mental Health and Addictions Secretariat, the incumbent will perform the following duties:

- Support the planning, coordination, and promotion of the mental health and substance use crisis response project, including multiple stakeholder engagements
- Logistical support for approximately 40 stakeholder engagement events, virtual and in-person, September to November, 2022
- Administrative duties such as tracking invoices and expenses, setting up team meetings, etc.
- Attend consultation sessions and take notes, as needed (some of these will take place in evenings or on weekends)
- Writing, preparing and disseminating communications, both digital and print, as needed
- Develop content and manage website
- Manage social media and Zoom for community engagement
- Coordinate the inclusion and involvement of diverse partners in service area/programs/projects
- Contribute to program-specific communications plan
- Ensure that proper standards are established, in place, and adhered to
- Working in accordance with applicable health and safety legislation, policies and procedures, and all other legislation, policies and procedures relevant to the work
- Other duties as required

#### **Summary of qualifications**

Must have a college diploma, a bachelor's degree or equivalent

**We are looking for candidates who demonstrate:**

- An understanding of and/or lived experience of systemic discrimination, equity, and reconciliation issues.
- Strong oral and written communication skills in English (French is a strong asset)
- Detail orientation
- Organizational skills and flexibility to plan, initiate, organize and prioritize own work, and to balance multiple demands, conflicting priorities, and pressures and deadlines.
- Proficiency in Word, Excel and PowerPoint is essential.
- Experience working with Zoom, Alchemer survey software (or similar) and social media.
- Must be able to work some evenings and weekends, as needed.

**Compensation and benefits**

- 35 hours per week
- Hourly rate is \$34-40 depending on experience and level of education
- A competitive benefits package
- The possibility of working from home up to four days per week

**How to submit your application**

Please send your résumé and cover letter in English by end of business day Tuesday, August 23<sup>rd</sup>, 2022 to [guidingcouncil@cesoc.ca](mailto:guidingcouncil@cesoc.ca) with 'Program Coordinator' in the subject line.

Thank you for your interest. Please note that only those candidates selected for an interview will be contacted.