



Ottawa Outdoor Gear Library - Project Assistant

Apply before: February 21st 2024 at 5pm
Status: Contract – 24.5 hrs/week
Duration: 21 months (March 1st, 2024 - November 30, 2025)
Compensation: \$24/hr (plus top-up in lieu of benefits)
Location: Ottawa – unceded Anishinaabe Algonquin territory

Do you love the outdoors? Are you passionate about reducing barriers and supporting other people to benefit from opportunities to be outdoors as well? If so, this position may be for you!

About the Ottawa Outdoor Gear Library (OOGL)

Join our team in supporting equity and access to the outdoors and to nature! The Ottawa Outdoor Gear Library is a dynamic initiative actively supporting just and increased access to the outdoors.

OOGL's Mission: To respond to barriers experienced by racialized and marginalized communities through advocating for and facilitating just access to nature-based experiences, land-based programming, outdoor recreation and the associated mental and physical health benefits derived from being outside.

For more information about the Ottawa Outdoor Gear Library, please visit our website at www.ottawaoutdoorgearlibrary.com

About the role

With the supervisory support of the OOGL leadership team, as well as support from the staff team (Project Coordinator, Partnership Development Coordinator, Library Coordinator) and volunteers, the Project Assistant will support the Ottawa Outdoor Gear Library's "*Supporting Equity and Access to Outdoor Activity*" project. This 21-month contract opportunity has been made possible through funding we have received from the Government of Canada.

The Project Assistant will support three main Project Activity areas:

- **Gear lending library services**
 - Supporting priority populations to access the ever-growing inventory of outdoor equipment in our lending library
- **Pop-up outdoor programming**
 - Supporting educational, fun, and inclusive outdoor activities/workshops/etc. in a variety of Ottawa neighbourhoods throughout the year
- **Partnership and community engagement**
 - Engaging and developing collaborative relationships with values and mission-aligned organizations and groups dedicated to advancing equity and access to the outdoors, and exchanging resources, knowledge and learning with other organizations within Canada

In addition to supporting these Project Activity areas, the Project Assistant will also support implementation of participatory evaluation methods to measure the impact of OOGL's approach on the health and well-being of participants.

This position requires working some evening and weekend hours.

This position is based at the Ottawa Outdoor Gear Library – 877A Boyd Avenue, but will also include outdoor programming in various Ottawa neighbourhoods.

Requirements of the position

Education and experience

- Formal education is not a requirement for this position, however education and/or experience working in: the outdoors, recreation, environment, health promotion, social justice, community organizing, activism and communications that might be applied to the responsibilities of this position are very relevant.
- Experience leading and/or participating in outdoor activities, knowledge and use of various types of outdoor equipment, and/or lending library experience would be additional assets.

Knowledge required

- Understanding of the complex barriers that can discourage participation and access to the outdoors by racialized and other marginalized populations.
- Interest in and awareness of anti-racist and anti-oppression approaches to support, engage and communicate effectively and respectfully with participants and partners.
- Understanding of equity and intersectionality and how to apply this understanding to the responsibilities of the position.

Skills & competencies

- Excellent communication, interpersonal, teamwork, adaptability, problem-solving and analytical skills
- Comfortable taking the initiative to work independently and with a team of colleagues and volunteers
- Excellent writing skills and the ability to synthesize information into communications products that reflect the impact of OOGL's programs
- Excellent judgment, time and priority management, and organizational skills
- High degree of professionalism, active listening, and empathy
- Ability to interact comfortably and proactively with the public and OOGL's partners, during workshops and other moments of engagement
- High degree of familiarity and experience creating social media content, as well as using word processing software and other computer applications
- Experience with impact measurement and evaluation methods, including focus groups and surveys are a strong asset

Language and first aid requirements

While preference will be given to candidates fluent in both English and French, fluency in other languages is also valued, and is an asset for this position.

First Aid level C certification, or a willingness to register and complete this training as an employee of OOGL is required. A Vulnerable Sector Check will be required of the successful candidate.

How to apply

At OOGL, we are committed to being a place of shared learning and collective growth. Please consider applying if you meet 90% of the job requirements.

If you are interested to be considered for this position, please send an email to ottawaoutdoorgearlibrary@gmail.com, with the job title “Project Assistant” in the subject line and an attached copy of your resumé to the attention of the “OOGL Hiring Committee”, prior to the closing date of February 21st at 5pm.

In addition, please include a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to the Ottawa Outdoor Gear Library's mission?
2. What interests and excites you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?
4. What does *just and equitable access to the outdoors* look like to you?

For more information please contact us at 613-796-8086 or by e-mail at ottawaoutdoorgearlibrary@gmail.com

OOGL is committed to employment equity. We are committed to a welcoming environment for all people. We encourage individuals from communities facing systemic barriers to apply. If you are a person who self-identifies as Indigenous, Black, or a person of colour, we strongly encourage you to indicate this in the application. We understand identity through an intersectional lens and the systemic barriers that are additionally faced by LGBTQIA2S and people with disabilities, and welcome applications from all. You may choose to volunteer to be considered for employment equity in your application by identifying as part of one or many marginalized groups.

The OOGL is committed to providing accommodations for applicants with disabilities during all parts of the hiring process, upon request. If contacted for an interview, please advise us if you require any accommodation.

At OOGL, we are a living wage employer. In November 2023, Ontario Living Wage Network set \$21.95 as the living wage in Ottawa. We are committed to pay transparency, and paying all staff above the current minimum living wage. In addition, salaries are non-negotiable. We are committed to combating inequity, bias, and pay disparity perpetuated by salary negotiation practices.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.

