

115 Ritchie Street Ottawa, Ontario K2B 6E8 613.820.0853

JOB POSTING

Position title: Community Child & Youth Network Facilitator

Term: 1 year, with possibility of extension

Paid hours per week: 35 hours/week

Pay Scale: \$23.00-28.00/hr

Reports to: Coalition Coordinator (OCCH)

We are an equal opportunity employer that encourage all interested candidates to submit a detailed resume and cover letter by email ccyn@ottawacommunityhouses.com or in person at Britannia Woods Community House (9-115 Ritchie Street). We thank all applicants for their interest in this position, however only those candidates selected for an interview will be contacted.

Job Summary:

The Community Child & Youth Network (CCYN) Facilitator is responsible for supporting the children and youth programs/services in the 16 Community Houses within the Ottawa Coalition of Community Houses. This position works closely with the Coalition Coordinator and the Coalition Facilitator to assess and respond to ongoing needs and emerging trends in community-based programs. In addition, the CCYN Facilitator will build collaborative relationships with the partnering Community House staff.

Highlight of Responsibilities:

- Will facilitate the Community Child & Youth Network; monthly meetings, ongoing communication
- Support Community House Child & Youth program staff
- Partner/Stakeholder relations
- Resource Development
- Common Evaluation
- Development of Youth Network

Position Details:

Community Child & Youth Network

The CCYN links frontline staff with opportunities to share best practices, identify and collaborate on trends in the community, build skills through professional development opportunities and increase knowledge through the Speakers Series.

- Facilitate monthly meetings
- Ongoing communication with Community House C&Y Workers

Support Frontline Staff

Each Community House offers a variety of child & youth programs/services designed specific to their community. Staff range from senior Child & Youth Workers to short term program assistants.

Program areas of focus include: skill development, literacy and numeracy, STEM, leadership, Social Emotional Learning, health and employment.

- Assess program needs and tailor support
- Sharing of program resources
- Creating and sharing program planning
- Training opportunities, capacity building
- Coaching/mentoring

Collective Programming Support

The OCCH plays a lead role in supporting collective child & youth programs across the Community Houses (e.g. After School programs).

Ongoing needs assessment of community-based programs/services

- Representing the CCYN/OCCH on City-wide initiatives
- Build/maintain strong relationships with partners and stakeholders
- Resource development, financial and inkind
- Support with common evaluation, shared outcomes and data collection, program reporting

Youth Network

The OCCH is uniquely positioned to convene a group of young people with lived experience. Through these connections, the CCYN Facilitator will support these young people with:

- Skill development
- Opportunities for Civic Engagement and Advocacy
- Acting as an advisory to Community House Youth programs/services

Qualifications

- Child & Youth Worker, Early Childhood Education, Bachelor of Social Work, Social Services Worker / Degree in related area of study
- Knowledge and experience working with racialized children and adolescents who experience issues of poverty, discrimination, issues in the education system and face other societal barriers
- Minimum 2-3 years experience working with marginalized, vulnerable or at-risk clients in a community setting
- Experience with developing, implementing and evaluating children and youth programs
- Knowledge of social service agencies, mental health services and systems navigation in Ottawa preferred
- Lived experience of the Black, Indigenous, People of Colour communities In Ottawa is preferred
- Strong oral and written communication skills
- Bilingualism preferred, other languages; Arabic, Lingala, Creole or other languages commonly spoken among Black communities in Ottawa will be considered an asset
- Strong computer proficiency in a wide range of applications and platforms required
- Ability to travel across the city is mandatory

Deadline to apply: Friday March 24th, 2023 by 4:30pm.