



Job Title: Community Engagement Coordinator (either a 6 month contract that could be extendable or a 4 month co-op or summer internship with part time option for remainder of 2024)

About Us:

The Ottawa Community Benefits Network (OCBN) is a network of over 30 Ottawa based organizations that have come together under a common vision, principles and goals. <https://ottawacommunitybenefits.ca/>. The OCBN was formed in 2019 with the mission to apply Community Benefits Agreements (CBAs) to public and private developments in Ottawa as a platform to help build inclusive, equitable, diverse, healthy and sustainable communities. CBAs are a proven approach and tool to generate significant socio-economic benefit multipliers for each development dollar spent on building and infrastructure projects. As a volunteer-led Network, the OCBN relies on a steering committee and other task specific sub-committees to govern and lead the organization.

Position Overview:

In March 2024, the OCBN was awarded a grant from the City of Ottawa through their Community Economic Development Fund. This is to start our second stream of work for workforce development readiness via micro-credentials doing outreach via social housing providers or organizations that represent equity seeking groups to make participants more competitive for apprenticeship or pre-apprenticeship programs. We have other grant(s) pending for this work stream but they are not secured yet so extension is possible but not guaranteed.

We are seeking a passionate and driven Community Engagement Coordinator to spearhead the Network's newest initiative's outreach efforts on either a 6 month contract which can be extended if we secure additional funding. Alternatively OCBN could be interested in a master student or late year bachelor student for a 4 month co-op term or internship with possibility to work part time for the rest of the year. Under the supervision of the Community Benefits Manager and/or a Steering committee member, the successful candidate will play a pivotal role in connecting with diverse communities, promoting program awareness, and engaging potential participants. This position offers the opportunity to make a tangible impact by empowering individuals to embark on fulfilling careers in the trades, thereby creating pathways towards increased financial independence and enable more capacity to build housing.

Key Responsibilities:

- Develop and implement comprehensive community engagement strategies to reach target demographics and stakeholders.
- Cultivate partnerships with local organizations, educational institutions, and community leaders to promote program participation and support.



- Organize and facilitate informational sessions, workshops, and outreach events to raise awareness about the initiative and its benefits.
- Collaborate with program partners to coordinate recruitment efforts and streamline participant enrollment processes.
- Conduct outreach activities through various channels, including social media, email marketing, and community networks.
- Organize screening and evaluation of applicants
- Provide ongoing support and guidance to program participants, addressing inquiries and assisting with program-related needs.
- Collect and analyze data to evaluate outreach effectiveness and identify areas for improvement.
- Assist in developing marketing materials, including flyers, presentations, and promotional content.

Qualifications:

- Bachelor's degree in a relevant field such as community development, social work, or communications (preferred but not required).
- Previous experience in community engagement, outreach, or related roles.
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse audiences.
- Demonstrated ability to build and maintain partnerships with community organizations and stakeholders.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite
- experience with social media platforms an asset
- Demonstrated ability to work independently and meet tight deadlines.
- fluency in French and/or additional language(s) an asset.
- Understanding of equity, diversity and inclusion and/or experience working in a multicultural environment with sensitivity to race, nationality, cultures, religion, gender, accessibility and age an advantage



- Any knowledge of Housing, Trades and Apprenticeships an asset.

Job Types: 6 month contract with possibility of extension depending on funding or 4 months co-op / internship with possibility of part time for remainder of 2024

Pay: \$25 per hour

Expected hours: 37.5 hours a week normally and 20 hours per week (negotiable) for part time during school year if a student.

How to Apply:

Please submit your resume and a cover letter outlining your relevant experience and why you are passionate about joining our initiative to info@ottawacommunitybenefits.ca . Applications will be reviewed on a rolling basis until the position is filled.