OCASI
Ontario Council of Agencies Serving Immigrants

Bilingual Coordinator- Accessibility Initiative (AI)

WHO WE ARE

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has 240 member agencies across Ontario.

THE OPPORTUNITY

The Accessibility Initiative (AI) aims to enhance the knowledge and skills of settlement practitioners nationally to effectively serve and support im/migrants and refugees with in/visible disabilities and d/Deaf individuals. A range of online courses, tools, and resources will be provided to create an inclusive space and address agencies' need to comply with the Accessible Canada Act. Our programs are designed to support young people, older adults, 2SLGBTQI+ individuals, and small organizations led by Black and other racialized communities. The program also aims to build partnerships with disability leaders to promote an understanding of the Accessibility Disability Act in supporting the social, cultural, economic, and political integration of newcomers with disabilities, as well as to bridge the gap between the two sectors to understand each others role and improve referrals for clients who need both services. Webinars and roundtables will be co-organized with partners and allies across Canada.

The Bilingual Coordinator is a member of the Capacity Team and reports to the Manager of Professional Development and Training.

The Bilingual Coordinator will have a commitment to and awareness of equity, accessibility, access to services, anti-racism and anti-oppression, gender-justice, and anti-poverty as they relate to immigrants and refugees.

Key Responsibilities and Qualifications:

- Minimum 3 years of experience in a similar role as a coordinator working in a non-profit or community-based agency
- Relevant post-secondary diploma or degree (e.g. disability studies, social science, social work, community development, immigration & settlement studies)
- Demonstrated success in adult education: facilitating/training groups varying in size regarding disability-related topics: inclusion, diversity, equity, legislation, accessibility, barriers to inclusion, etc.
- creating and updating curriculum. Key skills include identifying learning objectives (in consultation with the intended audience), developing activities to meet those learning objectives according to a variety of different learning styles, experience with adult learners and popular education models, time management, incorporating an ARAO framework throughout, identifying or creating supplementary resources, etc.
- Knowledge of current and relevant legislation affecting the lives of d/Deaf newcomers and/or newcomers with disabilities

- Experience working with people with various disabilities and service agencies in the immigrant and refugee sector through paid or volunteer work and (ideally) personal experience
- Familiarity with the immigrant and refugee-serving sector
- Familiarity with non-Eurocentric disability frameworks
- Excellent facilitation skills that encourage members of the community of practice to contribute by giving attention, supporting, validating and showing curiosity.
- Highly developed skills in understanding, observing, interpreting and evaluating audiences engaged in learning activities
- Ability to demonstrate sound judgment and flexibility in various situations
- Excellent written and oral communication skills
- Experience in program coordination, including program planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation
- Good computer skills, proficient with MS Office applications
- Connections with the Francophone non-profit sector is an asset
- Ability to work independently is important
- Excellent attention to detail
- Strong communication skills and ability to work with partners, users, and internal teams
- Able to travel across Ontario

Employment Details:
• Salary is $52,501 plus benefits, (this role is unionized with Unifor Local 87M)
• Job type: Full-time position based on 35 hours per week
• This is a Bilingual role – French and English is Required
• Some overnight travel within Ontario may be required

*OCASI currently operates within a Hybrid workplace model.

We are committed to creating an inclusive workplace and welcome applications from individuals with disabilities. Accommodations are available upon request throughout the recruitment process.

How to apply:

Please send a cover letter and resume with **Bilingual Coordinator- Accessibility Initiative (AI)** in the title. This role will remain open until the position is filled. Please send resumes and inquiries to hr@ocasi.org

OCASI is committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.