



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Job Title: Multicultural Liaison Officer (MLO) Program Assistant

Term: Full time, term contract- one year with the possibility of extension

Reports to: 2 Program Managers (English and French Departments)

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

In consultation and reporting to the Program Managers, the program assistant provides day to day administrative support for the MLO/ALM* program teams. The assistant is also responsible for assisting the teams with fielding incoming requests for assistance to the program, preparing all logistics for meetings, scheduling appointments, among other administrative tasks.

Main Responsibilities:

- Assists the Managers of the MLO and ALM Programs in generating presentations, memos and correspondences.
- Maintains filing systems and program binders.
- Takes minutes of MLO and ALM team meetings.
- Edits and formats grant proposals into a coherent and professional manner.
- Fields incoming requests for MLO and ALM assistance and directs them to the appropriate individuals.
- Participates in departmental and agency meetings, committees and work groups as requested by the Managers.
- Shares knowledge with other OCISO staff to ensure integrated services delivery for

Administration d'OCISO Administration

945 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 288-2674

OCISO Main Office/Siège Social

959 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 725-9054

OCISO LINC - South/Sud

1800 rue Bank St., 3rd Floor
Ottawa, ON. K1V 0W3

Tel: (613) 249-9634

Fax: (613) 249-9642

OCISO LINC - East/Est

225-225 rue Donald St.
Ottawa, ON. K1K 1N1

Tel: (613) 741-1368

Fax: (613) 688-2090

clients.

- Researches and presents information on both programs and assists the teams in the development and presentation of cross-cultural workshops.
- Helps Managers in planning, coordinating and implementing the program activities at OCISO and in schools.
- Demonstrates a commitment to OCISO's culture of respect management approach and anti-racism/anti oppression policy within the work environment and in the community.

Qualifications:

- Minimum 2 years community college with specialization in office administration or equivalent experience.
- Ability to work under pressure and meet deadlines.
- Capacity to work in a self-directed administrative manner and collaborate with others in a team setting.
- Extensive and excellent skills and experience of office administrative practices and procedures, including proficiency in electronic and digital media, MS Word, internet, web page maintenance, PowerPoint presentation, Excel and Access software applications.
- Excellent interpersonal communication and diplomacy skills.
- Excellent time management and communication skills.
- Fluency and proficiency both in English and French are essential.
- Proven to demonstrate the ability to work effectively in a multi-disciplinary and multicultural team environment.

Please send a cover letter and a resume to Alia Al-Shalchi, H.R. and Admin. Coordinator: hr@ociso.org fax (613) 725-9054, by 5:00pm on Thursday, March 4, 2010.

No phone calls please. Only those offered an interview will be contacted.

*ALM: Agente de Liaison Multiculturelle