

JOB INFORMATION

COORDINATOR, PARENTING PROGRAMS

POSITION SUMMARY

The Coordinator is responsible for the overall organization, planning, delivery, and implementation of the agency's parenting programs. The Coordinator develops, plans, occasionally delivers, and coordinates presentations, workshops, groups, and community development initiatives to support families in all of their forms. Activities include program planning, scheduling, liaising with parenting facilitators, promotion of services and program development. The Coordinator serves as a resource to FSO staff and to other parent educators in the community.

Qualifications

- ♦ Bachelors level degree in social work, education or a related field, or equivalent combination of education and work experience
- ♦ A minimum of four (4) years related experience in the fields of parent education and workshop design and delivery
- ♦ Experience working with diverse populations based on (but not limited to) culture, race, socio-economic status, gender identity, gender expression, gender and sexual orientation
- ♦ Strong knowledge of psycho-educational approaches to parent education and family dynamics
- ♦ Thorough knowledge of community resources related to parent and family support
- ♦ Some understanding and knowledge of child custody and access
- ♦ Some knowledge of the ages and stages of child development
- ♦ Some knowledge of domestic violence and family separation and conflict
- ♦ Strong organizational and planning skills
- ♦ Experience in the development of educational and workshop materials
- ♦ Experience in developing communications materials including program content, web content and promotional materials
- ♦ Ability to set goals and prioritize amongst multiple tasks
- ♦ Skilled at working independently and taking initiative

TITLE:

Coordinator, Parenting Programs

REPORTS TO:

Director, Community & Anti-Violence Programs

TEAM:

Community Programs

LOCATION:

Family Services Ottawa (FSO)

HOURS OF WORK:

21 hours / week (some evening and weekend work required)

CLOSING DATE:

Friday October 19, 2018 at 4:00pm

APPLY TO:

careers@familyservicesottawa.org

- ♦ Strong group facilitation and presentation skills
- ♦ Skilled at building rapport with diverse groups
- ♦ Excellent oral, written and verbal communication in English
- ♦ Bilingualism in French is considered an asset

Terms and Conditions

- ♦ Must pass a police records check for working with the vulnerable sector
- ♦ Some evening work is required
- ♦ Local travel is required

Posting Period

October 1st, 2018 to October 19th, 2018

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please let us know.

While we thank all candidates for their interest, only those selected for an interview will be contacted