



EMPLOYMENT OPPORTUNITY

BE A PART OF A DYNAMIC AND DIVERSE ORGANIZATION AS A MANAGER FOR ITS ORIENTATION TO ONTARIO (O2O) AND INTERNATIONAL STUDENT CONNECT (ISC) PROGRAMS

COSTI is a multicultural organization providing social services, settlement, employment, and language training services. For more information about COSTI, please visit our website at www.costi.org.

The Orientation to Ontario (O2O) is a province wide bilingual pilot with objectives to expedite and facilitate the settlement and integration of newcomers to Ontario. The project aims to deliver information to clients Online (O2O Website), Workshops and self-directed print resources (Workbook) to newcomers.

International Student Connect (ISC) is a province wide bilingual project. The core purpose of the project is to identify and develop an appropriate service response to the settlement needs of international students pursuing post-secondary education in Ontario in collaboration with educational institutions and service delivery agencies.

This is a fulltime non-union position scheduled to work 35 hours per week**

DUTIES

- Supervises staff, administers program service operations and provides leadership and support in the development and delivery of program.
- Reviews, monitors, evaluates and current sub-contracts with service delivery agencies to ensure that quality service is provided according to agreement(s).
- Maintains cognizance of a broad range of service delivery networks.
- Ensures that all organizational time lines are met (for service delivery contracts, quarterly reports and performance appraisals).
- Provides input into the development of Centre's budget. Monitors, controls and approves budgetary expenses within allowable limits.
- Participates in organizational meetings and other community meetings.
- Responsible for hiring, training, evaluating and disciplining staff, students and volunteers
- Monitors delivery of workshops, soliciting and recording recommendations and changes on an ongoing basis; coordinates update of materials including but not limited to proof reading and editing.
- Supervises webinar delivery and trains project staff and facilitators from partner agencies as needed (in-person and online).
- Identifies new service provider's needs and assists them to meet these needs.
- Develops and writes funding proposals.
- Develops and maintains positive working relationships with partners, funders and other service providers.
- Coordinates programs/contracts' activities in conjunction with the Program Management Team.
- Prepares monthly and quarterly reports, as well as articles for both in-house and external publication.

QUALIFICATIONS

- Social Services Worker Diploma or equivalent with relevant practicum experience.
- Minimum of two (2) years' experience supervising settlement programs and staff with an emphasis on initial client settlement issues. Preference given to those with experience supervising on-line service delivery.
- Minimum of two (2) years' experience of monitoring and overseeing subcontracted community partners in a coordination capacity.
- Minimum of three (3) years' of experience as a front line worker delivering both newcomer orientation sessions and settlement services with a focus on initial settlement issues.
- Demonstrated experience in project management.
- Demonstrated ability to liaise with community organizations and government.
- Knowledge of and sensitivity to multicultural community.
- Experience in monitoring financial reports and expenditures is essential.
- Demonstrated ability in developing, implementing and evaluating programs.
- Well-developed organizational, analytical and decision-making skills.
- Advanced knowledge of Microsoft Office Suite, Internet, Excel and email is essential.
- Demonstrated knowledge of webinar development and delivery on topics for newcomers, refugees and international students.
- Job will require travel in Ontario (GTA, Thunder Bay, Windsor, London, Ottawa, Hamilton, Waterloo, Niagara and York Region). Travel will also involve overnight stay.
- Access to a car and valid driver license is a must.
- Must be fully vaccinated or be exempt from vaccination on human rights grounds. COSTI reserves the right to require information establishing the validity of the exemption

LOCATION:	700 Caledonia Road, Toronto
START DATE:	December 9, 2024
SALARY RANGE:	\$66,193 to \$69,993 per annum + benefits
POSTING DATE:	November 8, 2024
CLOSING DATE:	November 22, 2024

Qualified candidates are invited to submit their resumes and cover letters as one file, quoting reference #192-24 to the below link:

<https://creg.costi.ca/ui/hr/resume.aspx?refno=192-24&site=costi>

"We thank all applicants for their interest in COSTI. However, only candidates selected for an interview will be contacted. No telephone inquiries please."

COSTI encourages applications from individuals reflecting the diversity of our community. COSTI is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.