



## **Part Time Program Coordinator/Administration Support**

Members of Path Found are a special group of survivors who are striving to become leaders. As the assistant to the Program Manager, you will be helping to ensure that their experience is positive. Key to success in this role is your attention to detail, ability to prioritize and the ability to get things done in a timely and efficient manner.

Experience working in social services, charitable organizations and/or with persons who have experienced sexual exploitation or abuse is a definite asset.

***We encourage persons with lived experience to apply.***

### **Duties and Responsibilities:** *Program Coordination/Administrative Support*

- Provide support to program participants such as booking travel and accommodations
- Assist with survey administration, data collection and reporting
- Attend to administrative tasks to ensure the effective execution of Path Found
- Provide input into the design and activities associated with the project plan
- Manage logistics of program – book rooms, make travel arrangements, arrange printing, prepare materials
- Order materials for programming needs
- Organize and prepare files for Accounts Payable, Accounts Receivable
- Provide other support as required

### **Competencies:**

- 2+ years office administration/coordination work in a social service agency
- Expert at using MS Office suite (Word, Excel, PowerPoint)
- Fluently bilingual (oral and written) in French and English, with strong interpersonal communication skills
- Some bookkeeping knowledge

- Ability to multi-task, prioritize effectively, and work collaboratively with other team members
- Proactive with demonstrated problem solving skills
- Ability to work to deadlines and under pressure

**Education:**

A diploma in office administration and/or a combination of experience and education.

**Assets:**

- Drivers license and use of vehicle
- Asist Training and First Aid/CPR

**Personal Attributes:**

- Mature, empathetic and self-aware
- Sensitive and aware of cultural and social-economic characteristics.
- Comfortable with change
- Creative and flexible – ability to problem solve

**Working Environment:**

Secure and confidential office space in downtown Ottawa. We work in an environment and with a population that can be high risk. Every precaution is taken to ensure safety both in and out of our secure office space.

**About Voice Found:**

We are a survivor-led national registered charity located in Ottawa. Our mission is the prevention of child sex abuse and commercial sexual exploitation. We support the healing and recovery of individuals and communities from the emotional, financial and social impacts of commercial sexual exploitation

**About Path Found:**

Thanks to a provincial impact grant from the Ontario Trillium Foundation, we recently launched Path Found. This is a comprehensive, trauma-informed, survivor-led training program that provides survivors of sex trafficking with learning paths to develop skills, knowledge and confidence that will enable them to effectively use their lived-experience to realize their personal goals and to work towards becoming a peer mentor and/or educator in their communities.