



Bilingual Program Coordinator – Part Time (Path Found Program)

Members of Path Found are a special group of survivors who are striving to become leaders. As the program coordinator, 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

Term of Contract	Hours of Work	Salary
Contract – 2 year with possibility of full time	Flexible. May require occasional overnight travel.	Dependant on experience and above \$19.00 per hour
Reporting Structure and Relationships: <ul style="list-style-type: none"> • Reports to the Program Manager (Path Found) • Secondary reporting to the CEO 		
Deadline to Apply: May 3, 2019 Send resume and cover letter to: info@voicefound.ca		
Job Summary: In this role, you will provide confidential and professional support to the Program Manager, Path Found. 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 Program: 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. This project serves persons from Sudbury, Champlain and Quinte/Kingston/Rideau catchment areas		
<ul style="list-style-type: none"> • Duties and Responsibilities: • <i>Program Coordination</i> • 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
- Assist in program delivery
- Attend meeting with stakeholders as required
- Order required materials as needed
- *Office Administration*
- Organize travel and scheduling
- Organize files for Accounts Payable, Accounts Receivable
- Provide other support as required

Competencies:

- 2+ years office administration work preferred
- 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
- Demonstrated problem solving skills
- Ability to work to deadlines and under pressure

Assets:

- Drivers License
- Use of car
- Assist training and first aid/CPR

Personal Attributes:

- Mature, empathetic and self-aware
- Respond sensitively and competently to the program participants cultural and socio-economic characteristics
- Work in a fast paced environment and maintain emotional control and professional composure at all times
- Creative and flexible – ability to problem solve

Working Environment:

- Secure and confidential office space in downtown Ottawa

Application and Interview Process:

- Submit cover letter and resume to info@voicefound.ca no later than May 3, 2019
- Applicants may be interviewed as resumes submitted.