



Program Developer

EcoEquitable is an Ottawa based charity and social enterprise. Through *Sewing for Jobs* we provide unemployed and underemployed women sewing training in a safe and supportive space. This program builds confidence and community while breaking down barriers that contribute to long-term unemployment. We also provide mentoring, language support, and employability assessment in order to be a bridge to a sustainable livelihood and long-term employment. And we have fun while we're doing it too!

EcoEquitable also runs a full complement of public sewing courses for hobby sewists. Through public courses we are able to reinvest in our social programming while growing a community of local sewists.

Necessary Skills

- Highly organized, professional, understand cross-cultural communication
- Proficient in use of word and excel
- Have an interest and understanding of issues including immigration, status of women, socio-economic barriers, various abilities
- French/English bilingual preferred

Job Title: Program Developer

Reports to: Program Manager

Pay Rate: \$15 p/h, 37.5 hrs/week

Start date: April 23rd (flexibility based on exam schedule) – September 1st, 2018

Application Deadline: April 19th, 2018

Contact: Anouk Bertner, Executive Director
Send resumes to info@ecoequitable.ca

Job Summary:

The Program Developer will work directly with Program Manager and will oversee all administrative tasks relating to social programming, as well as assist in program intake, implementing program changes, and reviewing program evaluations. The Program Developer will work directly with program applicants who are women, generally newcomers, facing barriers to employment.

Tasks and Responsibilities

- Administrative duties including, but not limited to, answering phone calls and emails, answering questions for walk in clients, data entry, and scheduling

EcoEquitable www.ecoequitable.ca
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- Review program evaluations; assist in implementing program changes in program documents
- Assist with program intake – work with Program Manager to schedule and interview program applicants, determine suitability, liaise with the City of Ottawa Social Services department, conduct follow up phone calls

Canada Summer Jobs Eligibility

- Be between 15 and 30 years of age at the start of employment
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

EcoEquitable Core Values

Before applying for this position, read the following core values to ensure that you are a good fit for our organization.

1. *Equity*: Treat every person with respect and dignity. No exceptions.
2. *Community*: Uplift all through influence, education, and engagement.
3. *Sustainability*: Minimize waste at the source (by buying less) and throughout the life-cycle of products (through thoughtful consumption) and their disposal (by donating, reusing and recycling).
4. *Creativity*: Embrace fun, change when needed, and pursue curiosity.
5. *Professionalism*: Do what you said you were going to do when you said you were going to do it. Communicate when you can't.