



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

The Elizabeth Fry Society of Ottawa is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law. We are currently recruiting for the part-time position of a Coordinator for our Drop-In Space, three mornings a week, who will work with adult women/trans women/young women and volunteers in our offices at the Bronson Centre. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

Job Title:	Drop-In Coordinator
Reports to:	Director of Operations
Hours:	Part-Time, 9 hours per week
Language:	English Essential, French is an asset
Salary:	\$19.34/hour

Drop-in Coordinator

The Drop-in Coordinator is primarily responsible for running the drop-in centre on Mondays, Tuesdays and Fridays from 9:00am-12:00pm which involves organizing and gathering all donations, opening and closing the centre on time, and ensuring the centre is a safe place for women to seek out services.

Drop-In Coordinator Responsibilities:

- Schedule and supervise volunteers providing support at the Drop-in.
- Coordinate donations of clothing, food bank, coffee, tea and water to clients.
- Facilitate referrals within our own and other agencies as appropriate.
- Help clients with Access to Justice Initiatives such as complaints to the Independent Police Review Directorate, Ombudsman complaints, or other investigative bodies using the HRIA booklets.
- Collect statistical data and outcomes assessment data and report same to management
- Work with the Director of Operations to ensure successful reporting to funders as required by our funder agreement.
- Other duties as assigned by the Director of Operations.

Date of Revision:
July 2017



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Qualifications:

- Excellent communication skills in English,, bilingual is an asset
- Relevant experience in working with at-risk and criminalized women
- A demonstrated understanding of the criminal justice system and legal terminology
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues
- Experience working with individuals who face multiple barriers such as poverty, isolation, lack of mobility, difficulty accessing programs and services, mental illness, physical and social isolation, discrimination, criminalization and oppression.
- Demonstrated organizational, leadership and time management skills including the ability to work independently and as part of a team.
- Experience with collection of statistical data and writing reports both internally and to funders
- Excellent writing, editing and oral communication skills
- Understanding of social factors which contribute to criminal behavior and criminalization of marginalized populations including addiction and mental health issues
- Strong interpersonal skills which include resolution/de-escalation experience
- Solid knowledge of social services in our coverage area, women's issues and social justice issues

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

Deadline for application: December 6, 2018.

We thank all candidates for their interest. Only those invited for an interview will be contacted. Please submit a resume and cover letter electronically to April Bissonnette – Acting Director of Operations to careers@efryottawa.com

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