Position:	**Outreach Worker – ONE HUB**
Term:	Part Time – 17.5 hours/week contract to March 31, 2022 with possibility of extension
Reports to:	Manager of ONE HUB
Application process:	Please send your resume and cover letter as one file with *Your Name_ Outreach Worker* as the subject heading to: HR@ottawa-worldskills.org
Deadline:	Sunday, May 9, 2021
Salary and Benefits:	Commensurate salary plus a comprehensive benefits plan including health, dental, RRSP and a generous vacation leave

Position Summary:

As part of World Skills, a not-for-profit employment service for new Canadians, within the Ottawa Newcomer Entrepreneurs Hub (ONE HUB) the Outreach Worker is responsible for the outreach function of the program through collaboration with staff, networking with community partners, and entrepreneurial stakeholders. This position will refer potential entrepreneurial clients to the relevant business support staff and provide assistance to the entrepreneurial training coordination, when required.

Major Responsibilities

- Promote the ENRICH program, publicly known as the Ottawa Newcomer Entrepreneurs Hub (ONE Hub) through information sessions, social media, networking events, and collaboration opportunities with entrepreneurial stakeholders
- Liaise with community partners and local businesses to promote the services and programs that ONE Hub offers
- Seek opportunities to liaise with immigrant newcomers to familiarize them with ONE Hub services and programs
- Follow up on referrals provided by all team members and the Program Manager to promote ONE Hub in the entrepreneurial ecosystem
- Coordinate networking events and workshops to promote ONE Hub
- Create program promotion materials and perform marketing activities
- Maintain an outreach database for the purpose of detailed activity/outcome tracking
- Coordinate with Business Development Advisor, Mentorship Coordinator and Financial Literacy Coordinator to best engage clients in potential entrepreneurship
- Recruit immigrant newcomers for ONE Hub programs and services

- Provide support to the entrepreneurial training program, as needed
- Follow up on client progress through consistent and regular communication
- Contribute to reports and other publication requiring data and testimonials
- Actively contribute to the efficient function of the team and the World Skills organization through attending staff and team meetings

Qualifications and Competencies
- Post-secondary education and experience in a related field
- English essential; French and other languages would be an asset
- Strong communication skills (verbal and written)
- Excellent interpersonal skills and cross-cultural competency
- Ability to adapt to a variety of client needs with diplomacy and tact
- Experience with MS Office software and database applications
- Experience facilitating group sessions and also providing individual counselling/support
- Knowledge of immigration, labour market trends and systemic barriers to employment for new Canadians
- Have a good understanding of adult learning principles
- Ability to work effectively as a team member and collaboratively with community partners and stakeholders
- Effective time management and ability to prioritize and meet deadlines

World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, and persons with disabilities.

Thank you for your interest in this position; only candidates selected for an interview will be contacted