



INTERNAL/EXTERNAL JOB POSTING

Position: Fostering Inclusive Communities for Seniors with Hearing Loss (FICS) Project Coordinator

Job Type: Part-time (15 hours/week), Hybrid, March 2026–April 2027. This is a temporary position covering maternity leave, expected to last approximately one year.

Reports to: Manager, Crisis and Counselling Services

Salary: \$ 27 per Hour, a comprehensive benefits package, and a generous leave entitlement

Application deadline: **March 20, 2026**

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women. IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Position Summary

The Coordinator, Fostering Inclusive Communities for Seniors with Hearing Loss (FICS) Project, is responsible for delivering outreach, training, and community engagement activities that support the social inclusion and well-being of vulnerable seniors (55+) who are hard of hearing or at risk of social isolation. The coordinator will engage seniors by working collaboratively with volunteers, community partners, and nonprofit organizations to improve access to information, services, and opportunities for seniors to connect and participate in their community.

Main Responsibilities

- Plan and deliver culturally appropriate and inclusive outreach, training, and engagement activities for 150–200 vulnerable seniors (55+) annually, with a focus on reducing isolation, increasing access to information and community participation, and addressing the diverse needs of seniors who are hard of hearing.
- Recruit, train, support, and retain senior volunteers who reflect the diversity of the local population and Implement volunteer engagement strategies tailored to the community's unique needs.
- Collect and contribute community-based data to support project monitoring, performance measurement,

and evaluation.

- Participate in surveys and focus groups and maintain accurate records using standardized data collection tools and templates.
- Participate in all planning and coordination activities, including project initiation meetings, check-ins, peer-learning sessions, and other collaborative processes.
- Work closely with partner organizations to ensure consistent and aligned project delivery across all participating agencies.
- Prepare and submit regular narrative and financial reports documenting activities, outcomes, challenges, and expenditures in accordance with funder requirements and timelines.
- Support advocacy and systems-change initiatives by participating in joint campaigns, stakeholder dialogues, and collaborative efforts.
- Comply with the project's scope, objectives, timelines, and funder requirements.

Qualifications

- Post-secondary education in Social Work, Community Development, or an equivalent combination of education and experience.
- Experience working with seniors, volunteers, or vulnerable populations is an asset.
- Demonstrated experience working with immigrant, refugee, and/or racialized communities using an anti-oppressive, trauma-informed, and culturally responsive approach.
- Experience developing and delivering workshops or awareness activities.
- Strong project management skills, including planning, implementation, monitoring, and reporting.
- Ability to work in a multi-disciplinary and multicultural team environment.
- Knowledge of computer applications and database software, Zoom, video conferencing, Microsoft 365, and other work-related software.
- Strong partnership-building and stakeholder engagement skills.
- Excellent interpersonal communication (spoken and written) and problem-solving skills.
- Excellent verbal and written communication in English; additional languages are an asset.
- Must be legally entitled to work in Canada.
- Must possess a valid Police Record Check for Vulnerable Sector.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by **March 20, 2026, 6:00 pm.**

Interested candidates can apply online using the link below:

<https://immigrantwomenservices.bamboohr.com/careers>

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. Thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

IWSO is committed to providing accommodation throughout the recruitment process. If you require accommodation at any stage, please contact us at infomail@iwso.ca, and we will work with you to meet your needs.