
Director of Educational Services

Organization: Ottawa Community Loan Fund (OCLF)

Industry: Not for Profit

Job Title: Director of Educational Services

Status: Full-time Contract (37.5 hrs weekly)

Reports to: Executive Director

Location: Ottawa, Ontario, Canada

Application Deadline: Friday March 27, 2020

Start Date: Monday April 13, 2020

About OCLF

The Ottawa Community Loan Fund (OCLF) is a non-profit organization providing micro loans for business and professional development purposes, as well as workshops on financial empowerment and entrepreneurship.

About the Position

OCLF is looking for a bilingual **Director of Educational Services** to manage and continue to develop OCLF's educational programs and offerings. The Director's main activities are to ensure programming is executed and reported on in accordance with the agreed upon deliverables. This includes, but is not limited to, oversight of educational content, scheduling, facilitators and staff, monthly client reporting, financial reporting, and activity reporting. The Director of Educational Services is part of the leadership team who reports to the Executive Director and provides support in other activities as needed.

Duties

- 1. Educational Services Programming:** Ownership of the end to end educational services offering which includes development of quality and relevant workshop content; quality assurance reviews; hiring, training and oversight of facilitators; coordination and scheduling of workshops.
- 2. Partnerships:** Maintain and develop existing and new community partner relationships in order to meet educational services mandate.
- 3. Communications and Marketing:** Contribute to OCLF communications and educational services promotional activities using print, website and social media.
- 4. Administrative:** Track and report client data and activities as required by funders and partners.
- 5. Budgeting:** Manage and track all financials activities with respect to educational services offerings. With the Leadership team, contribute to the management of the aggregate OCLF budget.
- 6. Funding Development:** Work with the leadership team to attract new funding and to develop or maintain existing funding.

Qualifications and Competencies

- English/French bilingual essential (native-like proficiency in Listening, Speaking, Reading, Writing)
- Post-secondary education in a relevant field
- Self-starter with attention to detail with strong problem solving and analytical skills
- Knowledge of settlement process, immigrant employment barriers, entrepreneurship, microfinance or financial literacy
- 5+ years of suitable work experience in areas such as project coordination/management
- Strong cross-cultural communication skills
- Be highly proficient in Excel, Word and PowerPoint

How to apply

Submit your Cover Letter and Resume on or before Friday, March 27, 2020 at 12:00 pm to Jane Duchscher, Executive Director at jane@oclf.org. Candidates may be contacted before March 27, 2020 for interviews. In light of the COVID-19 pandemic, interviews will likely take place via remote technology. If interested, please submit your application sooner.

Subject Line: Director of Educational Services.