



“Hear my Voice” Project Coordinator

Part time, 2-year contract

Organization

At Beyond 21 we work with adults with developmental disabilities to live connected, respected and contributing to our society.

Our mission is to create and offer uniquely structured programs that are meaningful, inclusive, and community based. To highlight and maximize each participant’s potential. To create a safe environment where participants can thrive and grow socially, physically, emotionally, and intellectually. To connect participants with the skills and community knowledge they need to succeed in their futures. To build and foster local partnerships that help support adults with disabilities in the community. To promote and encourage lifelong learning for adults with disabilities and to provide participants’ families with peace of mind and respite.

Job Function

Studies show the people with developmental disabilities are more likely to be subject to financial abuse, neglect, physical, sexual or emotional abuse because they do not always know how to recognize that they may be the victim in these scenarios and/or they do not know how to vocalize what has happened to them.

The Project Coordinator will be responsible for initiating a series of events aimed at educating individuals with developmental disabilities about hate crimes that may be directed towards them.

Some of these events will include coordinating round-table discussions, initiating a mentoring program between youth and adults with developmental disabilities as well as organizing a community wide day of awareness known as “Hear my Voice.”

Duties and Responsibilities

- Build knowledge and awareness of hate crimes against developmentally disabled adults and about how they can prevent/address it from happening to them.
- Script, rehearse and record video vignettes with developmentally disabled adults and community partners (role playing/modeling behaviors taught).
- Facilitate opportunities for developmental disability adults to share their learnings with developmentally disabled youth (maybe in virtually or in-person based on public health guidelines).
- Facilitate meetings between developmentally disabled adults, youth, and community stakeholders.
- Work with community partners to create ways for developmentally disabled youths and adults to learn self-expression and confidence through different mediums.
- Lead a committee of stakeholder to plan a day of awareness aimed against hate crimes for the community called “Hear my Voice Day of Awareness” .

Communication

- Communicate in a positive and effective manner between co-workers, participants and other personnel.
- Facilitate effective open lines of communication between Beyond 21 and community partners.
- Support and encourage an environment that is safe and productive to all members and participants of Beyond 21.
- Complete written reports as required.
- Maintain the confidentiality of all information related to the agency, its Board of Directors, employees and participants.
- At all times represent Beyond 21 in a positive manner.

Health and Safety

The Project Manager must adhere to the Policies and Procedures of Beyond 21 as well as the Occupational Health and Safety Act of Ontario. Visually inspect surroundings and notify superior or designate of any concerns. Follow procedures for reporting all hazards, incidents and/or accidents.

Hours of Work

This is a part-time position. Business hours are Monday-Friday: 8:15am-3:15pm. Some flexibility with hours may be necessary due to various events. Total of 21 hours a week at a pay of \$21.00/hour. This role will require working seminars that may occur on evenings and weekends. These events will take place both at The Hub for Beyond 21 office (1924 Pitt St. Cornwall Ontario), as well as in other locations across the community, and possibly remotely. In addition, aspects of this job will be filmed for local television.

Qualifications

- Courses/Certificates in Project Management (Asset)
- Diploma in Office Administration, Business, Project Management (or equivalent)
- Current First Aid and CPR training, or willing to obtain
- Previous experience and knowledge of working with community groups and organizations.
- Previous experience managing projects.
- Previous experience working with individuals with developmental/physical impairments (Asset)
- Excellent written and oral communication
- Current Vulnerable Sector Police Screen (less than 3 months)
- Ability to work effectively as a member of a team.
- Ability work independently with minimal supervision.
- Ability multitask and work a variety of tasks simultaneously.
- Bilingual English/French (Asset)

Direct Reports

The Project Coordinator will report to the Executive and Program Directors of Beyond 21.

Compensation: Rate of pay \$21.00 per hour

Interested individuals please email a cover letter and resume to programdirector@beyond21.org by March 26, 2021.

For more information, call 613-935-3121