

Autism Ontario is a charitable organization with a history of over 48 years representing the thousands of people on the autism spectrum and their families across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism and their families, Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Members are connected through a network of six regions throughout the Province of Ontario. Our mission is to create a supportive and inclusive Ontario for autism and we value collaboration, respect, accountability and being evidence informed.

Successful applicants will be required to show proof of full vaccination or a documented medical exemption upon hire.

### **Job Description**

**Title:** Webinar and Community Partnership Specialist  
**Salary:** \$60,000 - \$65,000 per year  
**Hours:** 37.5 hours per week including some evenings and weekends  
**Location:** Remote with occasional work in office or studio in Toronto

The ideal applicant will be a relationship builder with project management experience. Passionate and inspiring, this individual is a motivated self-starter, works independently and can collaborate effectively with remote team structures in a fast-paced environment, and brings an understanding of autism and intellectual disabilities. This position is dynamic in nature and will require leaders who demonstrate creativity and are collaborative, solution-focused, and flexible.

#### **Key Responsibilities:**

##### **Webinars:**

- Work collaboratively with Autism Ontario staff to research topics related to ASD, acquire understanding of family needs and input into expert speaker selection
- Develop a yearly plan for 10 live moderated webinars and 4 pre-recorded mini-series webinars across the province for families, professionals and staff
- Manage contracts and logistics for external speakers for webinars
- Negotiate speaker payment based on approved yearly budget
- Secure content approval for webinars from internal stakeholders

- Lead pre-production meetings with the webinar production studio
- Work closely with the communications team to Promote webinars through Autism Ontario Regions , social media and Autism Ontario Newsletters
- Create webinar posters for social media and newsletter distribution
- Coordinate webinar registration and maintain all event documentation
- Attend and coordinate monthly webinar taping events within the Toronto based filming studios
- Work in collaboration with the Consultant for French Language Services, Francophone staff and volunteers to better understand and respond to needs of Francophone children and youth with ASD and their families
- Manage translation of materials as required
- Track webinar attendance and prepare monthly reports
- Maintain, update and review Autism Ontario learning resources and webinars on a quarterly basis

**Administration:**

- Develop operational tools, policies, procedures for the regional AIDE Hub, aligning with the national strategy
- Align and collaborate with network objectives and policies, preparing, recording and submitting key performance indicators and reports
- Manage the moderation of the peer-to-peer network content/posts
- Create, manage and update local and regional asset maps
- Update regional / local events and conference calendars
- Complete other related administrative duties as needed

**Qualifications and Skills:**

- A college diploma or Bachelor's Degree with a minimum of 2 years of experience working in a human service, social service or a clinically related discipline including providing support to families of children with ASD and/or developmental disabilities. An equivalent combination of education and similar experience will be considered
- Fluency in written and oral French is strongly preferred
- Extensive knowledge of the developmental services sector and of community-based resources within the designated region
- Sound understanding of issues faced by people with autism, intellectual or developmental disabilities
- Demonstrated excellent relationship building, collaboration and conflict resolution skills within a system-wide environment
- Experience in a person-directed approach to support
- Demonstrated experience with group planning and facilitation

- Must demonstrate sound professional judgment and problem-solving skills, as well as be able to effectively manage multiple priorities, work independently and show flexibility
- Strong interpersonal, verbal, written skills are required as is the ability to speak confidently with the public and media
- Must be proficient with various computer programs including data base management, email, Microsoft Office 365 applications and have familiarity with social media and other technology tools and approaches, Canva, InDesign, Hootsuite, Video editing (all strong assets).
- Detail oriented -- able to work with numbers and budgets as well as accomplish other administrative tasks in a fast-paced environment with tight deadlines
- Demonstrated commitment to principles of social justice, equity, inclusion and cultural competency
- Up-to-date police reference check
- The role requires the ability to work occasionally during evening and weekend depending on the availability of presenter.
- A valid driver's license and access to a vehicle are required. When in-person services resume, the incumbent will be required to attend the studio for filming of webinars.
- Communicate regularly with the communications team regarding upcoming webinars and promotional/advertising needs.
- Experience working with the autistic population is a strong asset (understanding how to support individuals who will be on a panel/webinar)
- Experience in a project management or event planning capacity is considered a strong asset.

Interested candidates should submit a resume and cover letter identifying "Webinar and Community Partnership Specialist in the subject line to [hr@autismontario.com](mailto:hr@autismontario.com). We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.

