



## **Events and Outreach Team Lead (Internal posting)**

Full Time, One year contract with the possibility of extension

### **Job Specifications:**

**Title:** Events and Outreach Team Lead

**Annual Salary:** \$68,000 - \$72,000

**Reports to:** Events, Outreach and Volunteer Manager

**Hours:** 37.5hrs per week, evenings and weekends as required

**Location:** This a hybrid position, working out of our main office (1179 King St W, Suite 004, Toronto, ON, M6K 3C5) or various locations across the province as needed

**Duration:** One year contract with the possibility of extension

### **Position Summary:**

Reporting to the Manager, Events, Outreach & Volunteers, the **Events & Outreach Team Lead**, is responsible for providing coaching and support to the Events & Outreach Specialists, while working collaboratively with the broader Autism Ontario Team. The Events & Outreach Team Lead will plan, coordinate and successfully deliver events and build capacity across the province and in a specific region. The Events & Outreach Team Lead will work-collaboratively to enhance supports in underserved communities, to create opportunities for further involvement with Autism Ontario, fostering relationships within the community and raising awareness of the Autism Ontario Program (OAP) and AccessOAP.

### **Key Responsibilities:**

- Work collaboratively with the Manager of Events, Outreach and Volunteers, to coach and support Events & Outreach Specialists in their respective region, ensuring they are well equipped to support families.
- Plan, coordinate and implement outreach events that support families in relation to ASD such as social learning opportunities and workshops for families and professionals – identify suitable venues, schedule activities, create and distribute marketing materials, recruit, and secure volunteer support, ensure technology capabilities for virtual events.
- Responsible for developing a quarterly, province-wide event and outreach schedule as well as developing a promotional and outreach plan for events and workshops that utilizes Autism Ontario's website, social media, and other appropriate venues.
- Act as the admin support for team, helping the Manager of Events, Outreach and Volunteers respond to inquiries from families, internal stakeholders, service providers and other organizations
- Support all staff in any retraining that may arise.

- Work with Manager of Events, Outreach and Volunteers, to identify additional training/support needs for all staff in areas of change in the program and address training needs accordingly
- Coach staff on areas they personally identify through their performance development program as needing more support in as directed by Manager of Events, Outreach and Volunteers
- Develop additional training exercises as identified by Manager of Events, Outreach and Volunteers
- Oversee the collection of event feedback, monthly review feedback, sharing with appropriate stakeholders.
- Identify additional training/process refining opportunities
- Take the lead on developing Standard Operating Procedures with the team.
- Other duties as assigned.

#### **Qualifications:**

- Minimum one year experience as an Events and Outreach Specialist with Autism Ontario
- Bachelor's Degree or Diploma in a related field (Social Work, Human Services, Social Services, Disability studies, etc.)
- Minimum of 3 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
- Experience with event management an asset
- A family-centered, person-directed approach to support
- Flexible in engaging with families and comfortable navigating challenging conversations with compassion and empathy
- Experience working with children and youth on the autism spectrum and their families, including interviewing families and/or conducting assessments is an asset
- Sound understanding of issues faced by people with autism, intellectual or developmental disabilities across their life course
- Extensive knowledge of the developmental services sector and of community-based resources within the designated region
- Demonstrated excellent relationship building, collaboration and conflict resolution skills within a system-wide environment
- Critical thinking skills
- An understanding of the clinical language that other providers may use, and an ability to communicate in a family friendly way
- General knowledge of typical child development
- Fluency in written and oral French is strongly preferred; speaking additional languages as well as working with families who identify as Indigenous considered an asset

- Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti-racism, anti-Black racism, anti-ableism
- Must demonstrate sound professional judgment and problem-solving skills, as well as be able to effectively manage multiple priorities, work independently and show flexibility
- Must be proficient with various computer programs including data base management, email, Microsoft Office applications and have familiarity with social media and other technology tools and approaches
- Detail oriented -- able to accomplish administrative tasks in a fast-paced environment with tight deadlines

Interested candidates should submit a cover letter and resume to [hr@autismontario.com](mailto:hr@autismontario.com) stating: **“Application for the position of Events and Outreach Team Lead”** in the subject line by **Friday, December 22<sup>nd</sup>, 2023**. 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 maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity deserving groups to apply. We welcome 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.