

JOB POSTING

JOIN OUR TEAM & HELP TRANSFORM LIVES



Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

L'Annexe, the Ometz Centre for Young Adults, is a diverse, LGBTQ-affirming Jewish social service and community space open to everyone between the ages of 16 – 35. We collaborate with young people as they build autonomy, engage in community, and enhance their well-being.

Program Coordinator, L'Annexe

Part-Time (Monday-Thursday, 28h/week). Evening hours required.
One-year contract

JOB SUMMARY

As a member of an interdisciplinary team of youth advocates, social workers, creative arts therapists, and educators, the Program Coordinator is responsible for developing, implementing, and evaluating programs and services that:

- Improve outcomes for neurodiverse young adults
- Address the mental health needs of young adults, including neurodivergent individuals
- Expand the reach and impact of L'Annexe
- Foster autonomy, community engagement, and overall well-being among participants

RESPONSIBILITIES

- Develop and coordinate an annual calendar of social, skill-building, and therapeutic programs and events aligned with the Centre's goals and objectives
- Design, implement, monitor, and evaluate a comprehensive summer pre-employment program for neurodiverse young adults
- Encourage participant engagement and create opportunities for young adults to contribute to and, where appropriate, lead programming initiatives
- Facilitate workshops, therapeutic groups, and drop-in programming at L'Annexe
- Build and maintain collaborative relationships with community partners, service providers, and professional networks.
- Collect, analyze, and interpret attendance, participation, and satisfaction data to support program evaluation and continuous improvement
- Recruit, train, supervise, and support consultants, interns, and volunteers, as required
- Collaborate with the Marketing Team to promote programs and services effectively
- Research and apply evidence-based practices that support neurodiverse young adults and their unique needs.
- Maintain accurate administrative records and fulfill all reporting and data management requirements.
- Represent Ometz and L'Annexe programs and services within the broader community.
- Participate in agency committees and special projects, as required.

REQUIREMENTS

- Bachelor's degree in Social Work or a related field.
- Minimum of two (2) years of clinical experience supporting neurodiverse individuals.
- Experience facilitating therapeutic groups and psychoeducational workshops.
- Ability to manage multiple projects and initiatives simultaneously.
- Demonstrated experience in program development, implementation, and evaluation.
- Training and/or experience in Trauma-Informed Practice and/or Healing-Centered Engagement is considered an asset.
- Fluently bilingual in French and English. The level of English required for this position is advanced, as the incumbent must communicate regularly in English with clients as part of service delivery. This includes conducting detailed discussions related to mental health and well-being to ensure appropriate, effective, and safe client support.

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.

This position requires the selected applicant to undergo a vulnerable sector police check