

Roots of Empathy – Ottawa Coordinator

Who are we?

Roots of Empathy is an internationally acclaimed, award-winning, not-for-profit organization which operates globally. Its mission is to build caring, peaceful, and civil societies through the development of empathy in children and adults. Since its creation in 1996 by Founder President Mary Gordon Roots of Empathy has reached over 800,000 children with its empathy-based programs and has been called “Canada’s olive branch to the world”.

Roots of Empathy has been the recipient of numerous global awards. Most recently, in 2017, Roots of Empathy was chosen as one of the most inspiring social innovations of the year by Finnish education organization HundrED. It was also recognized by UpSocial in Athens, Greece and Lisbon, Portugal as an innovation best placed to address the challenge of children at risk of social exclusion through their project “Accelerating Change for Social Inclusion”. Roots of Empathy was also chosen as one of the world’s top three best practice children’s organizations by the Klaus J Jacobs Foundation.

The Roots of Empathy program, which takes its name from the organization, is an evidence based classroom program shown in over 18 years of independent research to reduce aggression and to increase children’s social and emotional competence. Our programs are based on experiential learning and rooted in relationship. Through a series of classroom visits over the course of the school year by a neighborhood parent and infant, students are guided by a trained Roots of Empathy Instructor using our celebrated curriculum to read the baby’s emotional cues and take the baby’s perspective. Students reflect on the loving relationship between baby and parent – the first and most powerful model of empathy. Empathy is the ability to understand how others feel and to feel with them. It’s at the core of our humanity. Empathy encourages inclusion, social cohesion and respect and is best developed through experiential learning.

For more information please visit: www.rootsofempathy.org

The Opportunity

The Roots of Empathy organization is expanding in Ottawa. We are looking for a highly motivated, confident self-starter to coordinate our flagship program in Canada’s capital city. The Coordinator is responsible for overseeing the growth of the program as we expand with a focus on diversity and inclusion. The Coordinator will support our goal to increase our presence in both French and English-speaking schools across the city. The Coordinator will work with our team in support of programs in the Ottawa-Carleton District School Board (OCDSB) and the Ottawa Catholic School Board (OCSB), and will work closely with the KPP overseeing the Conseil des

écoles publiques de l'est de l'Ontario (CEPEO). This candidate will also have a high level of comfort in making presentations and dealing with VIP visits and the media.

This is a part-time, home-based position in Ottawa.

Duties and Responsibilities

Reporting to the Ontario Provincial Manager, key responsibilities include, but are not limited to:

- Maintaining regular communication with Roots of Empathy and its partners (board contacts, school principals, teachers, Instructors, volunteer families, agencies) in a variety of methods (phone, email, in person, etc.)
- Promotion of Roots of Empathy in all Ottawa school boards including hosting meetings, giving presentations, etc.
- Establishing and maintaining partnerships with child and family welfare organizations/agencies including those serving Indigenous and/or refugee children
- Administration to support successful start-up, delivery, and year-end wrap-up of the Roots of Empathy programs in both school boards, including collection of photos, artwork, stories and feedback with applicable release forms
- Close monitoring of Roots of Empathy program implementation to ensure program fidelity; collaborating with the Ontario Senior Mentor on maintenance of program integrity
- Identification and placement of Roots of Empathy Instructors for both school board programs who have the potential of understanding, and the desire to support, Indigenous and/or refugee children
- Managing the application process for new Instructors
- Identification of and outreach to volunteer families who represent school communities (e.g. refugee family in a program reaching refugee children) whenever possible
- Planning and coordination of Roots of Empathy trainings and professional development opportunities for Roots of Empathy Instructors from both school boards
- Contribution to written reports on Roots of Empathy in Ontario, specifically OCDSB and OCSB
- Coordination of VIP and/or media visits to Roots of Empathy classrooms and an annual Baby Celebration

Qualifications:

- A minimum of two years of successful experience in community development, preferably in Ontario
- Experience working within elementary schools or school districts
- Experience and comfort in making presentations in English and French

- Strong writing skills in English and French
- Strong people skills and problem-solving ability
- Strong organizational and multi-tasking skills, time management skills, and attention to details and deliverables
- Ability to take initiative and work within teams
- Ability to travel within Ottawa (a valid driver's license is required)
- Experience using Excel, Word and other MS suite software
- Fluency in additional languages, especially German, Spanish, Arabic, Dutch, Korean, Portuguese is an asset
- Experience working with Indigenous peoples (First Nation, Metis and/or Inuit) paired with an understanding of Indigenous history, culture and protocol is preferred.
- Experience with other not-for-profit organizations is an asset
- Experience or interest in newcomer communities or military families is an asset
- Must have a strong understanding and belief in the mission, goals and values of the Roots of Empathy organization
- Post-secondary education in a related field

Roots of Empathy is an equal opportunity employer and is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA)

Location: Home-based office in Ottawa, Ontario

Salary: Part-time contract position, approximately 12 hours a week

Application deadline: April 27, 2018 _____

Please send resume and cover letter to: jobs@rootsofempathy.org citing Roots of Empathy
Ottawa Coordinator