



Writers Collective of Canada is a charitable organization that inspires exploratory writing in community to empower every voice, celebrate every story, and change the world. Our unique exploratory writing workshop method empowers the voices of one and all, including traditionally underserved populations and underheard individuals nationwide. We accomplish our work through a growing roster of more than 295 trained volunteer facilitators and more than 130 partner agencies.

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| <b>Position Title</b>                       | Chapter Lead - Ottawa   |
| <b>Hours of Work</b>                        | 5-8/week  |
| <b>Salary</b>                               | \$ 18/hr  |
| <b>Responsible For</b>                      | Supporting growth of WCC in Ottawa Region   |
| <b>Location</b>                             | Ottawa - Remote   |
| <b>Availability (eg. evenings/weekends)</b> | Chapter Lead - Ottawa will attend a weekly touch point with WCC's Director of Volunteers & Programs (to be set based on mutual availability) and join the larger team meeting on the 2nd Tuesday of each month. They will attend other meetings/trainings/events as required. |
| <b>Application Deadline</b>                 | July 29, 2022   |

### Position Summary

The Chapter Lead - Ottawa is a champion of networking and building bridges. This individual will serve as the main connection between WCC's Ottawa Chapter and WCC National Office. Their role is to promote the organization and support its growth. A critical member of the larger WCC team, the Chapter Lead - Ottawa is a local ambassador for the organization- promoting WCC's mission and conducting themselves in a manner consistent with WCC Code of Conduct and reflective of WCC organizational values. Key responsibilities include: local volunteer engagement, partner agency relations, strategic growth in the region, fundraising and promotion of WCC.

### Roles and Responsibilities

#### Local Volunteer Engagement

- Build a pipeline of local facilitators
- Support WCC trainings by coordinating onsite logistics (if applicable), attend local trainings to establish relationships
- Initiate volunteer placement in consultation with the Director of Volunteers & Programs
- Support local workshops, provide regular updates to WCC National Office through a weekly touch point and raise any issues requiring attention
- Responsible for ensuring regional workshop attendance is completed
- Inspire community among facilitators and provide support to encourage long-term volunteer engagement

#### Partner Agency Relations

- Strengthen and maintain existing partner relationships and initiate new workshops based on local network and organizational priorities
- Service agreements - collecting the relevant information, ensuring an agreement is in place

- Support WCC National Office in placing facilitators to local workshops
- Connect with WCC Outreach & Communications Coordinator to market and promote the workshop as required
- Check in on local workshops from time to time to ensure integrity of the program
- Support WCC staff in conducting program evaluations

**Strategic Growth in the Region**

- Work with WCC National Office to establish brand recognition in the region
- Engage in local associations/community events as appropriate (eg. Volunteer orgs, etc.)
- Work with WCC National Office to establish strategic goals for the Chapter including its growth, sustainability and daily operation

**Fundraising Support**

- Support WCC National Office in identifying prospective funding sources
- Serve as a resource to WCC National Office for grant applications and reports to funders
- Collaborate with WCC National Office on funder recognition opportunities

**Promotion of WCC**

- Promote the mission and work of WCC in the Ottawa region
- Conduct yourself in a manner consistent with WCC Code of Conduct and reflective of WCC organizational values
- Protect the integrity of the program

**Desired Outcomes**

A successful WCC Chapter Lead will establish and maintain a thriving presence in the local region with engaged volunteers and partner agencies who understand and value our program. They will work with WCC National Office to ensure the integrity of the program and support long-term sustainability.

**Preferred Experience/Skills**

- knowledge of WCC programming required (WCC trained facilitators preferred)
- Google suite (gmail, google slides, shared drive, calendar)
- Zoom

**Attributes & Characteristics**

- sensitivity in working with a wide range of individuals from diverse backgrounds
- highly organized and efficient
- self-motivated team player
- strong communicator - oral and written
- additional languages (French in particular) an asset

**Submit your resume and cover letter to:** [abigails@wcc-cec.org](mailto:abigails@wcc-cec.org) **With the subject:** WCC Candidate - Chapter Lead Ottawa  
*We appreciate your interest however only successful candidates will be contacted for an interview.*

*We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at ([abigails@wcc-cec.org](mailto:abigails@wcc-cec.org)) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.*