

Senior Coordinator – Education & Awareness (Ottawa) - \$55k-65k/year

Job description

ABOUT THE OTTAWA SAFETY COUNCIL

Founded in 1957, the Ottawa Safety Council (OSC) is a well-established leader in road safety education and injury prevention. We are a vibrant charitable, not-for-profit organization dedicated to making our communities safer through education, training, and community partnerships.

We are seeking a creative, organized, and collaborative Senior Coordinator – Education & Awareness to support the development and delivery of the Ottawa Safety Council's education, communications, and public awareness initiatives. This position plays a key role in coordinating our in-person WalkSafe pedestrian safety education program in Ottawa, supporting the growth of WalkSafe Licensing and CrossSafe training, developing engaging communications, and helping deliver campaigns that promote safer roads for all road users.

SUMMARY

The Senior Coordinator – Education & Awareness is responsible for coordinating education programs, supporting public awareness initiatives, and delivering communications that advance the Ottawa Safety Council's mission. This position oversees the day-to-day coordination of the WalkSafe program in Ottawa, assists with the administration and promotion of the WalkSafe Licensing Program and CrossSafe online training, develops content for social media, newsletters, and other communications, and supports the planning and execution of road safety campaigns.

The successful candidate is an excellent communicator with strong organizational and project coordination skills, a passion for public education, and the ability to manage multiple priorities in a dynamic, collaborative environment. They are creative, detail-oriented, and committed to building positive relationships with schools, community partners, municipalities, and stakeholders while helping expand the Ottawa Safety Council's education and awareness initiatives.

REPORTS TO

Director of Programs

COMPETENCIES

- Client and stakeholder focus
- Exceptional written and verbal communication
- Detail and quality oriented
- Strong organizational and time management skills
- Creativity and innovation
- Adaptability and flexibility
- Planning and coordination
- Problem solving and sound judgement
- Results focused
- Accountability and dependability
- Collaboration and teamwork
- Relationship building
- Initiative and self-direction
- Digital communications and content development
- Development and continual learning

DUTIES AND RESPONSIBILITIES

- Coordinate the delivery of the WalkSafe pedestrian safety education program throughout Ottawa, including scheduling presentations, managing bookings, instructor coordination, and supporting program logistics.
- Assist with the promotion, coordination, and administration of the WalkSafe Licensing Program, supporting partner organizations across Canada.
- Support the coordination and promotion of the CrossSafe online crossing guard training program.
- Develop and maintain content for the Ottawa Safety Council's social media platforms, ensuring consistent, engaging, and timely communications.
- Create and distribute newsletters, e-blasts, and other digital communications for a variety of organizational programs and stakeholders.
- Assist in the planning, development, and implementation of road safety education and public awareness campaigns.
- Coordinate campaign materials, promotional resources, and educational content for community partners, schools, municipalities, and the public.
- Support scheduling activities for various organizational programs and services as assigned.
- Develop presentations, reports, promotional materials, and educational resources.
- Maintain program records, databases, statistics, and reporting information.
- Assist with monitoring program outcomes and preparing performance reports.
- Build and maintain positive working relationships with schools, community organizations, municipalities, sponsors, and other stakeholders.
- Coordinate meetings, events, outreach opportunities, and community engagement activities.
- Assist with grant reporting, proposals, and funding applications related to education and awareness initiatives.
- Support administrative processes and special projects across the department.
- Stay informed of current trends and best practices in road safety education, communications, and public awareness.
- Perform other duties as assigned.

Job requirements

POSITION REQUIREMENTS

- Post-secondary diploma or degree in Communications, Marketing, Education, Public Relations, Non-Profit Management, Business, or a related field, or an equivalent combination of education and experience.
- Minimum 3–5 years of experience coordinating programs, communications, education initiatives, or public awareness campaigns.
- Experience developing content for social media, newsletters, websites, and other digital communication channels.
- Excellent writing, editing, and proofreading skills.
- Experience coordinating educational or community-based programs is considered an asset.
- Strong project management and organizational skills with the ability to manage multiple priorities simultaneously.
- Demonstrated ability to build positive relationships with internal and external stakeholders.
- Experience with email marketing platforms, social media management tools, and content management systems is considered an asset.
- Strong analytical skills with the ability to collect, interpret, and report program data.
- Exceptional attention to detail and accuracy.

- High level of professionalism, integrity, and accountability.
- Strong working knowledge of Microsoft Office 365.
- Graphic design experience (e.g., Canva or Adobe Creative Suite) is considered an asset.
- Experience with website content management systems (WordPress or similar) is considered an asset.
- Valid Ontario driver's license and access to reliable transportation is considered an asset.

WORK CONDITIONS

- Manual dexterity required to use a desktop computer and related technology.
- Hybrid office and community-based work environment.
- Occasional evening and weekend work may be required to support events and campaigns.
- Local travel throughout the City of Ottawa may be required.
- Occasional travel within Ontario or Canada may be required to support training, conferences, or partner organizations.

COMPENSATION & BENEFITS

The Ottawa Safety Council offers a competitive salary in the range of \$55,000 to \$65,000 annually, commensurate with experience and qualifications.

In addition, we offer a comprehensive total rewards package, including:

- Comprehensive health and dental benefits.
- Employer-matched Group Registered Retirement Savings Plan (GRSP).
- Paid vacation, personal days, and paid time off during the holiday season.
- Professional development and training opportunities.
- A supportive, collaborative, and mission-driven workplace culture.

This position operates within a hybrid work environment, offering flexibility to work both remotely and from our Ottawa office where operationally appropriate. Regular in-office attendance is expected to support collaboration, program coordination, meetings, and community engagement activities.

EQUITY, DIVERSITY & INCLUSION

The Ottawa Safety Council is an equal opportunity employer committed to fostering an inclusive, diverse, and respectful workplace. We welcome applications from qualified individuals of all backgrounds, experiences, and identities.

Accommodation is available throughout the recruitment and selection process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Applicants requiring accommodation are encouraged to advise us at any stage of the hiring process.