

The Company

The Centre for ADHD Awareness Canada, (CADDAC) is a national charity dedicated to improving the lives of those with ADHD through ADHD awareness, education, and advocacy.

The Opportunity

We are a small, fast paced charity seeking a dynamic and engaging Outreach Coordinator to join our team. The Outreach Coordinator will create partnerships with external stakeholders, develop and deliver a variety of presentations on ADHD, and represent our organization at events. The ideal candidate has excellent communication, interpersonal and organizational skills.

Job Duties

- Participate in ongoing internal and external continuing education activities.
- Build on existing and identify new relationships with ADHD stakeholders in matters related to Health, Justice, mental health and addiction, education, and employment.
- Promote CADDAC as a resource for individuals with ADHD, caregivers, and health care professionals.
- Support the collection of relevant data around program activities, volunteer engagement, demographics around those accessing our programs and services
- Assist in the development of materials for presentations to current and potential partners;
- Organize and lead stakeholder meetings including preparation of presentations, distribution of materials and follow-up items.
- Other duties as required.

Requirements

- Degree or Diploma in a health-related discipline, e.g., social work, social services, health studies, or equivalent
- 3 years experience in community development and stakeholder relations for a not for profit
- Demonstrated experience in volunteer outreach, engagement, and supervision
- Experience as a volunteer
- Strong leadership and people management skills
- Demonstrated strength in program development, implementation, and management
- Demonstrated excellent telephone, video conference, and face-to-face communication skills
- Flexibility in hours of work, including some evenings
- Ability to work in a team, and a strong commitment to collaboration
- Competence with Microsoft Office products (Word, PowerPoint, and Excel in particular)
- Knowledge of mental health an asset
- Bilingual an asset
- A valid drivers license
- Access to a car

To apply: Please email resume and cover letter to Juanita.beaudry@caddac.ca, please put Outreach Coordinator in the subject line.