



## **THERAPEUTIC RIDING ASSOCIATION OF OTTAWA-CARLETON**

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Website : <https://ottawatherapeuticriding.ca>

Facebook: [www.facebook.com/TROttRiding/](http://www.facebook.com/TROttRiding/)

Instagram: [www.instagram.com/trott\\_riding/?hl=en](http://www.instagram.com/trott_riding/?hl=en)

### **PROGRAM AND COMMUNICATIONS ASSISTANT**

The Therapeutic Riding Association of Ottawa-Carleton (“TROtt”) improves quality of life for people with disabilities through high quality therapeutic riding and other equine-assisted activities. TROtt is looking for a part-time “Program and Communications Assistant” to support effective delivery of programs as we serve more participants across all our programs.

#### **Duties:**

- The **Program and Communications Assistant** will provide support to ensure the effective functioning of the programs and facilities, efficient administrative processes and effective communications with our stakeholders. Specific tasks include:
- Assisting staff with preparation and logistics for group programs and events
- Side-walking or horse-handling for therapeutic rides or equine-assisted learning sessions, as necessary
- Monitoring the phone and responding to general inquiries via phone and email
- Maintaining the filing system
- Managing the IT infrastructure
- Supporting the implementation of the communications strategy including producing communications materials in a variety of formats
- Facilitating communication between staff, Board, participants, volunteers, donors and other stakeholders including overseeing the CRM
- Assisting with social media
- Assisting with the website
- Coordinating maintenance and contractors as needed
- Scheduling appointments
- Overseeing data gathering for evaluation, monitoring, accreditation, grant management and communications
- Assisting with funding applications and resource development
- Drafting professional correspondence and briefing materials

#### **Requirements:**

- Proficiency with the MS365 Suite including Excel, Sharepoint, Planner, Teams and administrative roles
- Proficiency with the Google Suite including administrative roles
- Proficiency with Wordpress

- Ability to provide IT support to other staff
- Extremely well organized with strong attention to detail
- Strong time management skills, flexibility, and ability to juggle multiple priorities
- The ability to communicate effectively, with excellent written and oral English language skills
- Demonstrated team player but with an ability to work effectively independently
- Ability to be flexible in the work schedule to accommodate needs of the position (including a mix of daytime, evening and weekend work)
- Demonstrated problem solving skills
- Level 3 Criminal Records & Judicial Matters Check (CRJM)
- A friendly and engaging personality
- Ability to work in a manner that preserves confidentiality

**Assets:**

- A significant asset is education or experience in fields related to supporting people with diverse abilities, especially neuro-diversity
- Education or experience in communications, office management or project management
- Education or experience in therapeutic riding, equine-assisted learning or teaching horseback riding
- Ability to speak French or communicate in American Sign Language
- Proficiency with Power BI

**Terms of Employment:**

- 21 hours per week on a flexible schedule to be negotiated
- \$18.20 per hour

**How to Apply:**

- Please send your resume to [exec\\_dir@ottawatherapeuticriding.ca](mailto:exec_dir@ottawatherapeuticriding.ca)
- Deadline to apply is Nov. 29, 2024 at 5 p.m.

The Therapeutic Riding Association of Ottawa-Carleton is an equal opportunity employer. Applications from members of equity-seeking groups are encouraged. During the recruitment process, applicants have the right to request accommodations. Applicants invited to participate in an assessment process (such as an interview) and who require accommodation, should indicate in their application that they would like to discuss their needs for accommodation in the recruitment process. Thank you in advance for your interest. Only those selected for an interview will be contacted.