

Program Consultant – Eastern Ontario

WHO ARE WE?

Special Olympics Ontario (SOO) is a non-profit organization that provides year-round sports training and competition for children and adults with intellectual disabilities. Our mission is to create an inclusive community by offering athletes the opportunity to develop physical fitness, demonstrate courage, experience joy, and build lasting relationships.

With over 23,000 athletes and 7,500 volunteers across the province, we are committed to building diverse, equitable, and inclusive communities that celebrate the abilities of every individual.

POSITION OVERVIEW

We are seeking a motivated and relationship-focused Program Consultant to join our team on a 12-month contract (37.5 hours/week). This role is responsible for planning, developing, and coordinating Special Olympics programs in Eastern Ontario, and for cultivating partnerships that expand our impact and sustainability.

You'll work directly with established SOO communities, partners, and stakeholders in Eastern Ontario and collaborate closely with Program Department peers across the province. As part of a volunteer-run organization, you will also play a key role in recruiting and supporting coaches and volunteers to help deliver inclusive, community-based sport programs.

This position requires strong interpersonal skills, an empathetic approach, and a deep commitment to community-centered program development. We are a sport movement, and we are looking for someone who is passionate about making a difference in the lives of individuals with intellectual disabilities through sport.

KEY RESPONSIBILITIES

Program Development

- Design and implement new and innovative Special Olympics programs in alignment with organizational goals.
- Conduct needs assessments and research to identify opportunities for program expansion and improvement.
- Collaborate with internal stakeholders to develop program curricula, schedules, and evaluation frameworks.

Special Olympics Ontario

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Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



- Ensure programs adhere to Special Olympics guidelines and standards.

Partnership Development

- Identify and establish strategic partnerships with government agencies, community organizations, corporations, and other entities to support program initiatives.
- Cultivate relationships with potential donors, sponsors, and supporters to secure funding and resources for Special Olympics programs.
- Collaborate with the marketing and communications team to promote partnerships and enhance the organization's visibility.

Grant Writing and Fundraising

- Research and identify grant opportunities to support program development and expansion.
- Develop compelling grant proposals and applications in collaboration with the fundraising team.
- Work closely with the finance department to ensure proper tracking and reporting of grant funds.

Community Engagement

- Working knowledge and experience in community development
- Working knowledge and experience in volunteer management and volunteer recruitment
- Engage with local Special Olympics communities to understand their needs and foster inclusivity.
- Organize community events, workshops, and information sessions to promote awareness and participation in Special Olympics programs.
- Collaborate with Special Olympics volunteers and athletes to create a sense of community within the organization.

Monitoring and Evaluation

- Establish key performance indicators (KPIs) and metrics to assess the effectiveness of programs.
- Implement monitoring and evaluation processes to track program outcomes and identify areas for improvement.
- Prepare regular reports for internal and external stakeholders on program impact and success.



Community Relationship Building

- Work continuously with existing Special Olympics Ontario community leaders and organizers to help strengthen the movement.
- Support ongoing SOO community programs with logistical and material resource coordination.
- Recognize emerging issues and volunteer leaders, and create frameworks for community organizers that position for program growth and development.
- Develop and lead community awareness and volunteer recruitment campaigns.

QUALIFICATIONS

Education and Experience:

- Bachelor's in a relevant field i.e. sports management, education, business management or special education
- Minimum 2 years of experience in program development and community engagement is required (non-profit or sport sector preferred).
- Volunteer management and community development experience (2 years required).
- Prior Involvement with Special Olympics (volunteer or staff) is a strong asset
- Experience working with individuals with intellectual disabilities is considered a strong asset
- Grant writing experience is a significant asset.

Key Skills:

- Excellent written and verbal communication, presentation, and interpersonal skills; communicate with professionalism and diplomacy
- Proven ability to build strong, collaborative relationships with internal and external parties, including developing strategic partnerships and supporting fundraising initiatives.
- Excellent time management and organizational skills with the ability to juggle multiple priorities
- Self-starter with creativity, energy, and a collaborative mindset
- Dependable and self-motivated, with the ability to work autonomously while maintaining a consistent work schedule.
- Ability to work collaboratively with colleagues and management, and possess good customer service skills, in a fast-paced environment
- Maintain flexibility and adaptability while navigating changing environments and maintaining multiple projects



- Demonstrate empathetic and emotionally attuned approach to working with others, fostering trust and meaningful engagement
- Strong core values:
 - Passion for the mission of Special Olympics and a commitment to supporting individuals with intellectual disabilities.
 - Commitment to building a diverse, inclusive, and positive work environment.
 - Strong ethical standards, integrity, and respect for confidentiality
- Proficient in Microsoft Office Suite (i.e. PowerPoint, Excel, Word, Outlook & Publisher) and other relevant software applications such as Adobe Suites.
- Fluency in English required; bilingualism (English/French) is an asset, but not required.

Other Requirements

- Ability to travel within Ontario is required
- Valid Ontario Driver's License and access to a reliable vehicle is required
- Clear Vulnerable Sector Check is required by start date
- Ability to work evenings and weekends is required

WHY JOIN SPECIAL OLYMPICS ONTARIO?

The Experience we offer:

- Opportunity to make a meaningful impact
- A diverse, inclusive, and supportive work culture
- Professional development opportunities
- Competitive compensation & benefits.
- Flexible schedule
- Casual dress code
- Generous paid time off
- RRSP contribution (after 1 year)
- Extended health and dental benefits
- Wellness programs & company events

Our Commitment to Equity and Inclusion

Special Olympics Ontario is committed to equity and fostering a respectful, inclusive workplace culture that reflects the diverse communities we serve. We value the unique perspectives brought by individuals of all backgrounds and encourage applications from qualified candidates who identify as Black, Indigenous, and people of colour, immigrants, refugees, women, 2SLGBTQ+, and people with disabilities.



How to Apply

Please submit a cover letter and resume by email to careers@specialolympicsontario.com

Applications are encouraged at your earliest convenience. This position will remain open until a suitable candidate is found.

Accessibility Accommodation Available

Reasonable accommodations are available on request for candidates participating in all aspects of the selection process. If you require accommodation, please let us know in advance, and we will work with you to meet your needs. Requests may be made by email to careers@specialolympicsontario.com