



Catholic Christian
O U T R E A C H

Special Assistant for Organizational Planning

Position Type:	Full Time
Job Region/Location:	CCO Headquarters in Ottawa, ON
Reports to:	CCO President and CCO Executive
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development <i>or</i> Volunteer
Application Deadline:	Open until filled

Position Overview

“Failing to plan is planning to fail.” CCO recognizes that in order to fulfill its mission, organizational planning is essential. While CCO presently has a number of systems and processes in place to guide planning, we are looking to enhance this further through this support position. The Special Assistant will help the CCO executive team and the department directors to improve the organizational planning systems and processes both in effectiveness and efficiency. This role will directly influence CCO’s growth and world-wide impact.

Main Job Tasks and Responsibilities

- Review and monitor CCO’s organizational planning systems and processes
- Research and propose improvements in organizational planning
- Be in regular communication with the CCO executive and department directors on their planning cycles, planning documents, reporting requirements, etc.
- Ensure alignment and execution of CCO’s organizational planning systems and processes by working with CCO executive and department directors
- Mentor and coach leaders in the understanding and execution of planning

Education and Experience

- University or college degree in business administration and/or MBA or equivalent education
- Experience working in corporate and/or organizational planning
- Specialized organizational planning certificates, workshops, etc. are an asset

Key Competencies

- Excellent personal planning and time management skills
- Excellent ability in interpersonal communication
- Adaptability and flexibility
- Proficiency in online tools (MS Office, Google Apps, etc)
- Public speaking and teaching
- Strong Identification with CCO’s mission, tenets, and core values

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

We thank all applicants for their interest. However, only qualified applicants will be contacted.

For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at hr@cco.ca or (613) 736-1999.