

## ONCAT Careers

### Group Facilitator, French

**Location:** Toronto, Ontario, Canada

**Type:** Contract

### About the Employer

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created by the government of Ontario to enhance academic pathways and reduce barriers for students looking to transfer among Ontario's 45 public colleges and universities. As a member organization, ONCAT works with those institutions to develop transfer credit policies and practices to ease student mobility. ONCAT also maintains the ONTransfer.ca website, a student portal designed to connect students to transfer opportunities within Ontario. Through ONTransfer.ca, students are able to make informed decisions about credit transfer in Ontario.

### About the Position

#### Overview

*Postsecondary Institutions that offer French Language or Bilingual Programs in Ontario*

Ontario's Francophone community has made access to postsecondary education one of its priorities for the next ten years, looking forward to 2026, in order to retain as many youth and young adults as possible in the French-language education system continuum.

ONCAT is working with our Francophone and bilingual members to implement a policy framework for transfer and articulation specific to postsecondary institutions offering French-language and bilingual programs. This framework serves as a strategic decision-making guide for ONCAT staff.

In order to contribute to building and improving student mobility, the objectives of the present framework are as follows:

- To increase and improve the number and funding for gateways between colleges and universities.
- To contribute to the completion of French or bilingual study program supply.
- To increase the number of students within the French-language education continuum in Ontario.
- To improve the retention of Francophone students in the postsecondary education system in Ontario, particularly in institutions offering French-language and bilingual programs.
- To encourage dialogue and awareness among institutions (specifically awareness among actors within various types of teaching institutions, regarding the reality of other institutions).
- To encourage research into the impact of transfers in order to better document, among other things, the number of students using transfer levers to pursue or complete their studies.

*Francophone and Bilingual Advisory Board (the "Board")*

The Board consists of representatives of our nine Francophone/bilingual members to support the development and continuation of an integrated, Ontario-wide strategy to create Francophone and Bilingual Pathways. More specifically, the Board:

#### Ontario Council on Articulation and Transfer (ONCAT)

180 Dundas St. West Suite 1902

Toronto, Ontario M5G 1Z8

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[www.oncat.ca](http://www.oncat.ca)



- Provides new ideas and initiatives to enhance and support mobility in Ontario for Francophone and bilingual students.
- Provides a Francophone/bilingual perspective on the ONCAT Secretariat’s on-going operational activities.
- Serves as the primary liaison between ONCAT and Francophone institutions in the Province.

### Qualifications

ONCAT is seeking an experienced and qualified French-speaking facilitator to work closely with ONCAT and the Board to revise its key goals and objectives to support students enrolled (or considering enrollment) with our Francophone and bilingual partners. The Facilitator will work closely with ONCAT’s Project Lead: Collaborations and Community Programs to ensure this vital Community of Practice continues to work strategically and collaboratively to create and support pathways.

Key qualifications include:

- Fully bilingual (French/English) with excellent facilitation skills in both languages
- Excellent report writing skills
- Proven expertise working with Francophone communities/organizations preferably in Ontario
- Strong expertise in conflict resolution and change management
- Excellence in facilitating strategic direction and goal setting with diverse groups
- Strong expertise in collaborative agenda setting
- Working knowledge of the government/public sector
- Experience working with rural/northern issues is preferred
- Expertise in the postsecondary sector preferred

### Timelines<sup>i</sup>

<i>Activities</i>	<i>Outputs</i>	<i>Timelines</i>
Work with Project Lead & Executive Committee to design and develop an Agenda for meeting	Prep meetings completed Agenda developed	Feb 2018
Facilitate in-person meetings <sup>ii</sup> (meeting will be held in Toronto/Ottawa)	In-person meeting delivered Meeting reports/review documents developed	Feb/March 2018
Revise strategic priorities/goals that will guide the direction of the Board	Revised Terms of Reference developed Guidelines of collaboration developed	Feb/March 2018

### Application Instructions

#### *Proposal Requirements*

Maximum three pages. Please organize your proposal using the following headings:

1. *Project Contact*: Indicate the contact person and relevant contact information.
2. *Qualifications*: Provide information on similar projects completed in the past and how your experience aligns with the requirements of this position.
3. *Implementation Plan*: Describe how you would approach the work including how you would address the deliverables and timelines

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4. *Proposed Budget:* Indicate the per diem rates involved, estimated number of days and overall cost for the professional services described above, as well as expected project-related expenses.
5. *Conflict of Interest:* Declaration of any conflict of interest you/your firm might have in executing this project.
6. *References:* Provide a minimum of three contact names, addresses and telephone numbers for completed projects that are relevant to the current proposal.
7. *Confirmation of Ability to Meet Timeframes:* Confirmation your ability to meet these timeline<sup>i</sup>.

#### *Out of Scope*

The following are not in the scope of this contract:

- Translation services (any materials developed by the Consultant will be translated into English - or French) by ONCAT
- Meeting logistics will be provided by ONCAT

#### *Deadline for Submission*

Please email your submission to [cpoplak@oncat.ca](mailto:cpoplak@oncat.ca) and use the position title as your subject line.

The deadline to apply is **January 31, 2018 5:00pm EST**. Proposals that do not meet the Proposal Requirements and/or Deadline for Submission will not be considered. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

*ONCAT is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform ONCAT of your requirements.*

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<sup>i</sup> Exact dates to be confirmed based on Advisory Board availability

<sup>ii</sup> Meeting numbers may be increased based on evolving project scope