

Ozanam Education Fund Team

The Ozanam Education Team will be expanded and reorganized in order to spread the work load amongst all members and to improve the effectiveness of the program. As well as being a member of the review team each member will take on a lead role in one of the following areas.

Overall Program Coordinator

This role will be the overall coordinator of the ONRC program

- Overall coordination of the team and program functions
- Reporting to ONRC (Executive and to ONRC meetings)
- Ensuring the team tasks are well defined and carried out in a timely fashion.
- Provide succession planning for team members
- Assist team members as required.

Case Management Coordinator:

This role will be the main coordinator for the application/Award/Tax process

- Assist Vincentians / sponsors with applications and the “Application / Award / Tax process”
- Manage and track application information in a secure data base
- Coordinate the application information and status with the sponsors resolving questions on the applications and application/award/tax process.
- Coordinate application reviews with the review team in a timely manner.
- Make award requests for payments to the ONRC Treasurer
- Communicate approvals to sponsors with direction for depositing funds, use of funds, and fund expense recording.
- Coordinate and track sponsor communications.

Educational Support Person:

This is an educational resource expertise role to support vincentian and sponsors

- A resource for vincentians that are inquiring about the program and the various ways to get help for those seeking an education.
- A resource to help sponsors become familiar with other related available sources of educational help (both public and SSVP resources)
- Familiar with the available funding available (OSAP, Scholarships, Bursaries, and other available financial help)
- Familiar with other Vincentian and related programs such as RESP/CLB, free tutoring programs, special school help programs for those in need.
- Assist the case management person with resource info and help for the sponsors

Program Promotions Coordinator:

The objective of this role is to ensure that our ONRC vincentians are aware of the program and its potential impact on those they serve.

- Promote the use of the Ozanam Program to help those in dire need
- Prepare promotion material (flyers, website material, newsletters, and presentations)
- Promote, coordinate and conduct training sessions with councils and conferences to help explain the program.
- Investigate new ways of promotion using various forms of media

Fund Raiser Coordinator:

The objective of this role is to provide overall focus on providing funds for the program

- Provide fund raising promotional material for raising funds internally within the SSVP organization (Pass-ups)
- Communicate this “Pass-Up” promotional material to confs. and councils
- Provide leadership in solicitation external to SSVP from Foundations, Companies, and individuals through direct contact methods (preparing and communicating solicitation material).
- Coordinate activity and results with the financial budgeting and tracking activity.

Financial Coordination:

The objective of this role is to provide focus on the financial issues of the program

- Budget preparation, monitoring, and reporting on financial status on a regular ongoing basis to the Ozanam Team and ONRC executive.
- Tracking awards and monitoring award distribution (PCs and Confs.)
- Tracking budget revenue in regard to budget, pass-ups, and donations
- Coordinate issuing T4s and T5s as required
 - Coordinate the collection of “Award Logs” from sponsors for each award recipient (start in 2019)
 - Prepare T4s and T4 Summaries
 - Issue all tax forms and summaries to award recipients and sponsors