



EXTERNAL JOB POSTING

The Ontario Disability Employment Network (ODEN) is seeking a dynamic, mission-driven professional to join our team as a Disability Employment Inclusion Specialist.

This is a full-time contract position, until March 31, 2027, with the possibility of extension.

Salary: \$75,000

Starting immediately

Position: Disability Employment Inclusion Specialist – Development & Capacity Building Team

As a Disability Employment Inclusion Specialist with a focus on Capacity Building, you will:

- Promote ODEN's mission to increase employment opportunities for people who have a disability.
- Engage and encourage business owners and operators to include people who have a disability in their hiring and recruitment processes
- Make presentations and deliver training to business audiences based on the Business Case for including people who have a disability in the workplace e.g., Chambers of Commerce, HRPA, Service Clubs, Corporations, etc.
- Deliver Disability Awareness and Confidence Training, specifically designed for businesses, to increase employer awareness, employment opportunities and job quality for people who have a disability
- Translate the employer experience into training programs for employment service providers
- Develop and provide training for professionals who work in the delivery of employment services with a focus on disability inclusive employment and enhanced service quality
- Work collaboratively to develop various training topics and methods – on-line courses, webinars, etc.

You are someone who is:

- Passionate about increasing employment opportunities for people who have a disability.
- Equally skilled in researching and writing, as you are at presenting and facilitating to large and small audiences.
- Dedicated to teaching others about building capacity within their organizations to become more disability inclusive
- Able to work independently but can take direction, operate with minimal supervision, engage well with the team, and is comfortable working on a virtual platform.
- Able to work on multiple projects, across multiple teams, with sometimes short and competing deadlines.
- Able to travel in Ontario and across Canada on a regular basis, being away from home for multiple days.

Minimum Qualifications:

- 5-7 years' experience developing learning and educational products using qualitative and quantitative research methods.
- Strong professional writing including advanced proof reading and editing skills.
- Advanced computer competency with MS Office 365 applications (Word, Excel, PowerPoint, Outlook, SharePoint, MS Teams).
- Must be proficient with Zoom, Google Meet, CRM databases (Salesforce, Maximizer etc.) and able to learn new platforms/applications quickly.
- Must have a functioning office set-up including computer, printer/scanner, web camera and basic headset/microphone, and access to a tablet or laptop during travel.
- Ability to access reliable transportation.
- Bilingual in French and English is an asset.

What we bring:

We are a strong team of professionals that are dedicated to high standards of quality, professionalism, and a commitment to impact. We believe that work is purposeful but strongly respect and expect a work-life balance.

We have a comprehensive health benefit plan for employees, provide retirement savings contributions, access to professional development opportunities, and a generous vacation allowance. We work from home, except when we are working in organizations, businesses and board rooms.

At ODEN we are committed to an accessible, diverse, and inclusive work environment, where all employees are valued, respected, and supported. We encourage applications from candidates with a variety of lived experiences, especially candidates who have a disability.

The job description is attached.

How to apply:

If you believe you are qualified for this role, please submit your cover letter and resume via email to hr@odenetwork.com and include the name of the position in the subject line. If you require assistance and/or accommodations, please email awiddows@odenetwork.com.

Application deadline is February 15, 2026.