



Immigrant and Refugee
Community Organization of Manitoba

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ASSISTANT MANAGER - AFTER SCHOOL PROGRAM (ASP)

Full-time, permanent position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The ASP Assistant Manager is:

- skilled in designing and planning of recreational, social and educational programs for children and youth
- experienced in direct leadership of programs for children and youth
- passionate about integration of and advocacy for newcomer children and youth and their families
- experienced in financial administering program funding and details
- able to ensure multiple programs are coordinated and aligned with stated goals and objectives
- experienced in supervising volunteers and staff
- an individual who models, encourages and inspires program staff to grow in their capacity, skills and goal achievement

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Assistant Manager assists newcomer children and youth to integrate into Canadian society by:

- Supporting program staff including Assisting with Staff Performance management and Development Plan
- Ensuring program Quality,
- Assisting ASP Manager with writing grants and funding reports
- Managing records and communication,
- Providing team and inter-departmental support and collaborations.
- Assisting with program budget management and procurement

With the supervision and support of the ASP Manager, the Assistant Manager will fulfil the following:

DUTIES AND RESPONSIBILITIES:

Manage Program Quality (30%)

- Ensure programs balance activities to engage children and youth in recreational, social, educational, inclusive and integrative ways
- Lead continuous improvement in program quality through evaluation and improvement of procedures in consultation with ASP Manager
- Implement and enforce rules and behaviour expectations for all program participants
- Tailor additional supports for children and youth, in collaboration with their families, Community Resource Program staff, the Youth & Family Support Worker and the ASP Manager
- Develop and implement communication, program, and relational strategies to teach respect and develop non-violent behaviour to children and youth

Support Program Staff (25%)

- Assist ASP Manager in training and mentoring new staff members and volunteers in the area of program delivery, monitoring and guidelines
- Coach, monitor, and support staff in program development, implementation, measurement, and evaluation, including logistical aspects such as permits, transportation, etc.
- Supervise program staff, volunteers, practicum students and activities in consultation with ASP Manager
- Prepare weekly staff schedule and monthly program calendars with input from program staff leads
- Make recommendations to ASP Manager on ways to support staff in achieving program expectations

Funding and Reporting (20%)

- Understand and implement all ASP program funding deliverables, guidelines and processes
- Provide strong support in the area of grant-writing, budget tracking and expense coding, and monitoring corresponding report deadlines
- Work with ASP Manager to ensure the funding database is accurate
- Assist with sustained relationships with funders, in partnership with senior management

Communication & Records Management (15%)

- Promote cross-program communication and collaboration to ensure the ASP team is well-connected with the rest of the staff team
- Track daily participant records (attendance, registrations, contacts, iCare) and program logs in database
- Update and evaluate program documents and participants files
- Maintain regular staff check-in schedules and documentation

Team and Inter-departmental Support (5%)

- Communicate and collaborate effectively with other IRCOM programs, ASP volunteers, and partner agency staff to provide and advocate for coordinated services
- Represent ASP in interdepartmental and partnership meetings as directed by ASP Manager
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or Senior Management

Program Budget and Procurement (5%)

- Provide input into annual budget preparation and annual program budget
- Orient staff to financial processes and develops program-specific supports and systems as required
- Monitor expenditures, note budget variances and recommend remedial actions
- Research and recommend alternative suppliers to assist with achieving program and budget goals

REQUIRED QUALIFICATIONS:

- Post Secondary education with related experience in a relevant field, e.g., Business Administration, Children and Youth Care Programming, Kinesiology and Recreation Management, Education or related course of study
- 2 years' experience in children and youth program design, development, implementation, administration and evaluation across multiple sites
- Proven supervisory and team leadership skills, able to empower program participants, mentor staff and effectively share leadership responsibilities with the ASP Manager
- Demonstrated ability to successfully manage human resource issues and organizational dynamics
- Experience writing successful grant applications and funder reports developing positive relationships with funders
- Superior organizational and digital data management skills
- Demonstrated computer proficiency with Microsoft Office Suite and Apple and Windows based operating systems
- 2–3 years' experience working with children and youth, or an equivalent combination of skills and experience
- Comprehensive understanding of the immigration process, of the refugee experience, and of the strengths, barriers, and challenges of newcomer children and youth
- Understanding of cross-cultural issues in the context of community integration and newcomer settlement experience, specifically regarding newcomer children and youth
- Exemplary communication and relational skills with children, youth, families team members and organizational partners
- Demonstrated commitment to supporting and empowering the newcomer community through previous volunteering/community involvement
- Strong written and oral English communication skills
- Proven ability to thrive and maintain working in a fast paced, multi-tasking environment
- Valid Class 5 Driver's license
- Current satisfactory Criminal Records Check (including Vulnerable Sector Search) and a clear Child Abuse Registry Check
- CPR/First Aid certification
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- Valid Class 4 driving license or be willing to attain one within the first 90 days of employment
- Knowledge of children and youth programming
- Knowledge of additional languages
- Non-Violent Crisis Intervention certification

Hours of work: This is a full-time, 37.5 hours per week working at all IRCOM program locations. The primary work schedule will be afternoons and evenings (1 - 9 pm), Monday to Friday with periodic programs on weekends and occasion 9 am – 5 pm schedules.

Wage: \$25.35/hour

Benefits: Group Insurance (Life, AD&D, LTD, Dental & Extended Health)
Paid Sick and Discretionary time
Employer paid RRSP contributions (beginning in 2nd year of employment)

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin at 12 pm noon on Tuesday, October 10 and will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.