

## **COMMON GROUND PROGRAM ASSISTANT**

**Part-time, Term Position (to Jan 31/24)**

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc., the goal of the Common Ground Program is to increase meaningful connections and understanding between newcomer and Indigenous community members, with a focus on the Central Neighbourhoods area of Winnipeg, in particular the Centennial Neighbourhood. The Program Assistant is an integral member of the Common Ground Program, bringing Indigenous perspectives to this role and:

- Plans and delivers high-quality community-based programming and activities
- Manages program budget and meets funder deliverables
- Initiates outreach and facilitates high levels of newcomer and Indigenous participation
- Records and maintains information that will assist in improving the Program, and
- Supports the IRCOM team

With the supervision and support of the Language, Child Care and Community Programs Manager, the Common Ground Program Assistant will have the following:

### **DUTIES AND RESPONSIBILITIES:**

- Develop educational materials such as presentations, posters, etc.
- Assist with recruiting community members and flyer handout
- Assist in making reminder calls for programs
- Engage with partners organizations and individuals
- Attending programs and events as needed
- Assist with event planning, set up and take down
- Taking part in Common Ground program planning
- Assist in Purchasing food and materials as required
- Participate in Indigenous-Newcomer Committee meetings
- Gather and share educational information to staff via emails, at team and staff meetings
- Keep a record of program data and history
- Assist in gathering photos and quotes for reports
- Contribute to writing grant reports and requests
- Collaborate with Common Ground Program Facilitator in carrying out program needs
- Collaborate with other programs at IRCOM to carry out Common Ground programming
- Other duties as assigned

### **REQUIRED QUALIFICATIONS:**

- Grade 12 diploma
- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- Deep understanding of Indigenous worldviews, history, treaties, teachings, assets and protocols
- Connections to Indigenous communities, elders and leaders
- Positive attitude towards newcomers to Canada
- 2 years' experience planning and leading community-based programs
- Experience in organizing special events including medium to large scale community events
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here/>)

- Excellent written and oral communication skills in English
- Ability to foster relationships and facilitate inter-cultural gatherings
- Proven ability to work independently and as a team member
- Strong Microsoft Office, virtual conferencing and electronic record keeping computer skills
- Ability to create plain language accessible materials

**DESIRED QUALIFICATIONS:**

- Undergraduate degree, partial or complete in a related field such as community development, Indigenous Studies, Social Work, Child and Youth Worker, etc.
- Experience working with or connections with newcomers to Canada
- Community development experience
- Community-based experience in the Central Neighbourhoods, in particular, Centennial Neighbourhoods
- Experience with grant writing and reporting

**WORK LOCATION AND SCHEDULE:** The Program Assistant will work out of the 95 Ellen or the 215 Isabel site, with regular work in the community based on program needs. This is a part-time (max. 7.5 hrs/wk) term position to Jan 31/24 with possibility of extension. Work hours will primarily be Monday through Friday and will vary from 9 a.m. to 5 p.m. or 12 to 8 p.m. shifts. Occasionally weekend events are planned.

**WAGE:** \$19.85/hour. This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

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

IRCOM as an organization seeks to reflect the community members it serves. IRCOM supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to candidates who identify as Indigenous and who meet the required qualifications. Applicants are requested to self-declare at the time of application. 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.

**Application review will begin November 10, 2024 and will continue until a candidate is selected.**

Please direct applications and inquiries to:

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

We thank all who apply and advise that only those selected for further consideration 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.