

LANGUAGE, CHILDCARE AND COMMUNITY PROGRAMS MANAGER (LCCPM)

- Full Time, Permanent Position

The LCCPM is an experienced social service manager who:

- Is committed to IRCOM's vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, programs, and services
- Is detail oriented, efficient, technologically competent and resourceful
- Brings strong leadership, front line, interpersonal, organizational and administrative skills
- Is able to effectively work with and supervise a culturally diverse group of community members.
- Able to multi- task in a fast-paced environment prioritizing tasks and executing them to a high degree of accuracy.
- Exhibits and upholds IRCOM's core values of integration, inclusion, social justice and empowerment
- Works in ways that are people-centered, holistic and partnership based
- Is capable of managing a diverse portfolio of newcomer serving programs.

POSITION PURPOSE AND SUMMARY: The purpose of the LCCPM position is to ensure the provision of quality English language classes, care for newcomer children and community services in fulfilling IRCOM's mission to empower newcomer families to integrate into the wider community through affordable transitional housing, programs and services. The LCCPM is responsible for:

- supporting and overseeing the Common Ground program strengthening Indigenous-Newcomer relations
- Supporting the Volunteer and Community Services Programs, ensuring a high level of community engagement activities, and
- managing program staff, budget and funder agreements.
- Manage IRCOM's Language, Childcare and Community Services programs ensuring each program meets its objectives
- Lead program design based on research/innovative models of settlement and incorporate new elements into programming
- Supervise Language, Childcare, and community services staff in the delivery of programming including: Teaching language classes, relationship building with Indigenous peoples, childcare programming and volunteer coordination.
- Develop and nurture relevant program partnerships to strengthen linkages and referrals with other newcomer serving agencies, local organizations, post-secondary schools, community groups and the neighbourhood
- Visit and provide support for off-site programs and events on a regular basis
- Implement and enforce rules, policies and procedures
- Supervise, mentor, support and manage performance of staff according to IRCOM policies, procedures and values as well as the collective agreement
- Determine resource needs based on IRCOM Strategic Priorities, program growth and community/partner needs

- Support the research of appropriate funders and pursue funds through grant writing and funder relations in collaboration with IRCOM's fund development specialist
- Manage the annual program budgets, expenses, claims and cash flow for all programs
- Prepare projections for annual programming budgets and negotiate and request amendments as needed
- Support Indigenous Newcomer community in meeting its goals and intentions
- Create joint programs and enrichment projects with partner groups for the benefit of the newcomer community and our neighbours
- Lead staff, coordinate programs and promote collaboration between multiple IRCOM programs.
- Monitor and internally evaluate all programs and activities, and provide recommendations to Senior Management
- Perform other duties as requested by the Director of Programming and/or the Executive Director

REQUIRED QUALIFICATIONS:

- Bachelor's degree or relevant experience
- Minimum 3 years' experience in government, community development, social services or the not-for-profit sector and/or an equivalent combination of skills and experience.
- Proven program management and supervisory experience using an asset-based approach
- Experience in program design, delivery and evaluation, ideally in a settlement or community development setting
- Ability to actively engage community using community development approaches and develop programming that is responsive to community
- Strong organizational skills and administrative skills with demonstrated ability to prioritize tasks in a complex and fast paced job environment
- Must be open-minded, resourceful, highly motivated, creative, independent and a team player
- Prior supervisory experience in building and managing strong, collaborative teams
- High level interpersonal and cross-cultural communication skills including strong written and oral English communication skills
- Proven experience in writing and managing grants, including budget development and monitoring
- Proficiency and familiarity with Microsoft Office suite
- Current satisfactory Criminal Record Check and clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff
(see <https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS

- Prior leadership experience in a unionized environment
- Valid Class 5 Drivers License and access to a vehicle
- Demonstrated understanding of and familiarity with Canadian systems, institutions and laws and how they apply to the newcomer community
- Demonstrated commitment and insight towards consensus building
- Commitment to social justice, advocacy and empowerment of newcomer community
- Conflict prevention, and management skills

- Experience planning accessible, large community events
- Knowledge and experience in developing community resources
- Knowledge of Indigenous history, culture, ceremony and inner-city communities
- Understanding the importance of confidentiality and boundaries in community settings
- Knowledge of additional languages

Work hours and location:

This is a full-time, permanent position for a maximum of 37.5 hours per week. Most of the LCCPM hours will take place between 9 - 5 PM, Monday to Friday with occasional additional evenings/weekends as per the needs of IRCOM programs. The LCCPM will work out of all 3 IRCOM program sites in west central Winnipeg.

Wage: \$28-30/hour

Benefits:

- Group Insurance Plan with extended health, dental, life and AD&D insurance
- Employer paid RRSP contributions
- Paid sick and discretionary days
- Professional development opportunities
- Collaborative, family-friendly and supportive working environment

Application Process: 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.

Please direct applications and inquiries to:

Director of Human Resources, Housing and Operations
Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM)
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca

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.