

COMMON GROUND PROGRAM COORDINATOR

Full-time (37.5 hours/week), 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 settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Common Ground Program Coordinator is:

- A person familiar with and committed to Truth and Reconciliation
- An experienced program leader of activities that effectively bridge diverse peoples, particularly between Indigenous and Newcomer persons and communities
- Someone who effectively uses a variety of written, oral, cultural means to connect people
- A skilled networker able to foster respectful and collaborative group to group relationships
- A reliable administrator of details, plans, contacts and emails, not leaving any loose ends

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 Coordinator leads and coordinates the Common Ground Program, bringing Indigenous perspectives to this role and:

- Takes a lead role coordinating bridge building initiatives in-house and in partnership with partner organizations
- Plans and delivers high-quality community-based programming and activities
- Manages program budget, meets funder deliverables and supports reporting to funders
- 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 Coordinator will have the following:

DUTIES AND RESPONSIBILITIES:

Program Planning and Delivery (40%)

- Lead the Common Ground Program in detailed planning of Program activities and events both within IRCOM and in the surrounding neighbourhood
- Monitor the implementation of joint initiatives with other partners
- Responsible for set up, delivery of and clean up after activities and events
- Purchase food and Program materials as required
- Work with local partners, IRCOM staff and tenants to address neighbourhood needs and interests
- Develop Program materials and resources for the community and IRCOM tenants and staff
- Develop and present innovative ideas to augment core Common Ground activities
- Support IRCOM staff and tenants and local residents in neighbourhood efforts

Outreach, Recruitment and Community Networking and Engagement (30%)

- Primary liaison with external partners
- Serve as a cultural broker, able to bridge diverse understandings between newcomers to Canada and Indigenous community members
- Encourage meaningful community voice and interaction using a community engagement lens
- Initiate, meet with and form positive relationships with local partner organizations and engage them in Common Ground activities
- Attend partnership meetings, as required, to further the aims and activities of Common Ground
- Conduct outreach via local partners to recruit participants to Common Ground activities in collaboration with IRCOM staff, the local grassroots community, and the tenant community
- Link Common Ground to Indigenous partnership opportunities and resources for further growth and development of the IRCOM team
- Coordinate and lead networking meetings aimed at undertaking collaborative bridge building initiatives

Records Management and Reporting (20%)

- Develop and implement data recording system for measurement and evaluation in collaboration with the Child Care and Community Programs Manager
- Track and input/record program data
- Lead evaluation activities and compiling information for reports and story telling
- Gather feedback and conduct surveys and other means of gathering community input to help guide Common Ground
- Identify community trends and dynamics to inform Common Ground activities and approaches
- Monitor and ensure funding agreements, annual workplan activities are met
- Disseminate relevant information to partners

Team, Interdepartmental & Sectoral Support (10%)

- Engage the IRCOM team in Common Ground activities and support staff education and awareness
- Advise the IRCOM team on Indigenous worldviews and perspectives to ensure Common Ground activities are accessible, respectful and culturally safe
- Attend team meetings and all-staff meetings and trainings as required
- Follow IRCOM policies and procedures
- Collaborate and coordinate program activities with other IRCOM staff teams across newcomer and Indigenous serving organizations as required
- Facilitate IRCOMs Indigenous -Newcomer Committee and integrate feedback into annual workplan
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Grade 12 diploma
- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Deep understanding of Indigenous worldviews, history, treaties, teachings, assets and protocols
- Connections to Indigenous communities, Elders, Knowledge Keepers, 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 Coordinator 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 full-time position to a maximum of 37.5 hours/week. Work hours will primarily be Monday through Friday and will vary from 9 a.m. to 5 p.m. and 12 to 8 p.m. shifts. Occasionally weekend events are planned and time is flexed and banked to accommodate this.

Wage: \$23.80/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.

Benefits: Group Insurance Plan with extended health, dental, life and AD&D insurance
Paid sick and discretionary days
Professional development opportunities
Employer paid RRSP contributions (beginning in 2nd year of employment)
Collaborative, family-friendly and supportive working environment

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.

Review of applications will begin on Wednesday, April 24, 2024 and continue until the position has been filled.

Please direct applications and inquiries to:

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: 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.