



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

PROGRAM ASSISTANT – Research and Evaluation Full-Time (37.5 Hours/week), Term Position

WHAT IRCOM OFFERS:

- A warm, fun, and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A passionate staff team 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 Program Assistant enjoys working in a community-based setting, supporting action-focused research that is grounded in programming. The Program Assistant likes a mix of helping run programs as well as supporting research and evaluation activities. They will have experience in providing administrative and logistical support to programs ideally in contexts involving newcomers and/or youth, and will come with relevant research and evaluation, relational and technological skills. They are experienced in multi-tasking, working well in team roles and taking initiative as needed. They enjoy working directly with diverse communities of newcomers to Canada both youth and adults. The Program Assistant will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

POSITION PURPOSE AND SUMMARY: This position plays an important role in supporting research and evaluation activities at IRCOM, providing direct services to youth and their parents, and also supporting evaluation and research, connected to these programs. They will be responsible for assisting in program coordination (from outreach and recruitment, to planning and setting up programs, helping implement programs, and also supporting evaluation and research activities).

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), and with the supervision and support of the Research and Evaluation Coordinator, the Program Assistant will have the following:

DUTIES AND RESPONSIBILITIES

Research and Evaluation Support (70%)

- Assist in recruiting newcomer youth and parents to participate in our research and evaluation projects
- Mentor and support youth research advisors and program participants
- Support timely communication and coordination with all parties involved in the project: youth and adult advisors, research partners, program participants, partner agency staff, as examples.
- Organize, schedule and prepare spaces and material for project activities
- Collect, document, organize and/or distribute research information as needed or directed
- Identify potential opportunities, organizations and individuals to include in project

Team and Interdepartmental Evaluation Support (30%)

- Guided by the Research and Evaluation Coordinator, implement evaluation activities for major projects and programs at IRCOM including helping run intervention research programming, focus groups, 1-1 interviews, as examples
- Assist in analyzing data and writing up results and final evaluation findings and recommendations
- Participate in staff and inter-departmental meetings, events and trainings
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Minimum 2 years administrative experience
- Minimum 1 year research and/or evaluation experience
- Post-secondary education in a relevant field such as Community Development
- Extensive computer experience with Microsoft Office and databases
- Demonstrated relationship building and networking skills with newcomer youth and/or parents, or youth from varied cross-cultural backgrounds
- Meticulous organizational skills and the ability to prioritize work
- Exceptional written and verbal communications skills
- Demonstrated experience working in a very fast paced, multi-tasking environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Thorough knowledge of administrative, clerical procedures and operation of business machines
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

DESIRED QUALIFICATIONS

- Experience in helping to make changes in our society
- Skilled in sharing knowledge in creative ways that involve the community
- Familiar with working together with people to look into issues and solve them
- Lived experience as a refugee or immigrant
- Fluency in additional languages

HOURS OF WORK: This is a full time (37.5 hours per week), term position ending July 31, 2025. Working out of 95 Ellen Street and the 215 Isabel Street locations, the Program Assistant's hours will be a mix of work during office hours (9-5), shifting to afternoon-evening work as required. Occasional weekend work will be required in order to be accessible to research participants.

WAGE: \$20.25/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:

- Professional development opportunities

APPLICATION INFORMATION AND PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

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

HR - Selection Committee: meganm@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring 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 (meganm@ircom.ca).