



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

## **EDUCATIONAL ASSISTANT – FULL-TIME**

**TERM UNTIL MARCH 31<sup>st</sup>, 2025**

### **After School Program (ASP) - Homework and Education for Youth (HEY)**

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Educational Assistant will provide individual assistance to students with moderate learning English language difficulties to support learning and to help eliminate the educational barriers for newcomer youth by:

- Developing and delivering effective and accessible education programs and activities
- Providing individualized, needs based support to youth
- Assessment, records management and reporting, and
- coordination of family, community, volunteer and team supports

**CANDIDATE PROFILE:** The Educational Assistant (EA) is a resourceful and experienced educator with the passion, skills, persistence and relational ability to come alongside newcomer youth and empower them to successfully graduate and pursue higher education. This individual is a demonstrated positive role model with understanding of newcomer students' challenges and will participate in the implementation of appropriate curriculum and educational supports to enhance better educational outcomes.

With the supervision and support of the After School Program Manager and the HEY Teacher/School Liaison, the Educational Assistant will have the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Program Development and Delivery (35%)**

- Consult with Teacher/School Liaison and ASP Staff to determine strengths and challenges of each student
- Help the Hey Teacher with programming by modeling lessons and providing hands-on activities
- Work closely with ASP Teacher to provide enhanced, individualized or group programming for students focusing on strengthening their English oral and literacy skills, such as running conversation circles or reading clubs
- Plan, model, adapt and implement academic activities to promote educational and social development of newcomer students in collaboration with HEY Teacher/School Liaison
- Adapt teaching strategies to student needs to foster effective learning
- Promote program attendance through creative and varied strategies, recognition and reward systems
- Provide assistance and guidance to HEY volunteers
- Plan special events, programs and outings/field trips in collaboration with HEY team
- Liaise with community agencies involved with the student(s) through other programs such as SERC, Leadership, etc.



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### **Youth Support (25%)**

- Develop relationships with newcomer youth and their families and be a positive role model
- Provide individual assistance to newcomer students in mainstream subjects to improve academic performance
- Assist newcomer students with emotional and behavioural coping tools including the implementation of behaviour modification plans
- Assist newcomer students to access educational resources that enable full classroom participation
- Support newcomer students adjusting to the classroom environment and school routines

### **Administration, Reporting and Data Management (25%)**

- Conduct needs assessments with the students, summarize results, and design study material according to the results together with HEY Teacher/School Liaison
- Organize and maintain program activity log as well as student profiles and compile for reporting
- Assist in overall program evaluation, with an awareness of the program objectives and deliverables
- Assist the Teacher/School Liaison in gathering and analyzing data through focus groups, surveys, analysis of report cards / school attendance and program attendance
- Track daily attendance hours of students in program
- Assist in coordinating informal assessments related to learning
- Collect and prepare learning materials, questionnaires and use technology to assist student learning

### **Team and Inter-departmental Support (10%)**

- Support team building activities to share best practices, update each other on student progress
- Collaborate effectively with other IRCOM programs and community partners
- Collaborate with Volunteer and Community Services Program (VCSP) to engage and effectively utilize volunteers in delivering the lessons and activities of the program
- Participate in team and IRCOM staff meetings, committees and events as directed
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or designate



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### **REQUIRED QUALIFICATIONS:**

- Completion of an Educational Assistant program or related post-secondary education
- Specific knowledge in areas of high-school level English and Mathematics (Pre-Calc and Calculus)
- CPR/First Aid and NVC training
- Current Criminal Record Check and a clear Child Abuse Registry Check upon hire
- Knowledge of academic writing styles and formats
- Working knowledge of current high school curriculum across disciplines
- Strong understanding of refugee experience and immigration process and challenges that newcomer youth face
- 2 years' experience working with newcomer youth
- Working knowledge of barriers in school systems for newcomer youth
- Availability to work evening shifts
- Excellent intercultural and interpersonal skills
- Strong organizational skills and the ability to prioritize tasks
- Demonstrated ability to provide role modelling and supports for youth
- Ability to implement effective behavioral strategies for youth
- Excellent written and oral English communication skills
- Demonstrated ability to maintain confidential information
- Ability to gather and analyze data and create reports
- Proficiency with Microsoft Office, Apple programs and data base entry
- Demonstrated ability to work collaboratively in a team
- Ability to set personal and respectful boundaries
- Must be adaptable, resourceful, creative and able to take initiative
- Demonstrate the qualities and values IRCOM seeks for all our staff  
(see <http://www.ircom.ca/about-us/work-here>)

### **DESIRED QUALIFICATIONS**

- Valid Class 5 Drivers License with clean abstract
- Lived newcomer or international experience
- ESL training
- Prior not-for-profit or settlement sector experience
- Prior special event planning experience
- Fluency in additional languages

### **Work Location and Schedule:**

This is a full-time position with a maximum of 37.5 hours per week. The primary work schedule will be Monday to Friday, from 1:00pm – 9:00pm with occasional 9 am to 5 pm shifts. Work locations vary between our primary housing sites (95 Ellen Street and 215 Isabel Street) and nearby program site.

**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:** Collaborative, family-friendly and supportive working environment  
Professional development opportunities  
Paid Sick Days  
Three flexible statutory holidays/year



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

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

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 **September 20, 2024** and continue until the position has been filled.**

HR - Selection Committee: [kiarar@ircom.ca](mailto:kiarar@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 ([kiarar@ircom.ca](mailto:kiarar@ircom.ca)).