



Immigrant and Refugee  
Community Organization of Manitoba

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## **GREENING COORDINATOR**

**Part-Time Term Position  
Seasonal (April-September)**

### **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 and committed in supporting 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

### **POSITION PURPOSE AND SUMMARY:**

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the **Greening Coordinator** provides support to IRCOM tenants by;

- Providing access to gardening opportunities for newcomer tenants including:
- Recruiting, training and supervising selected tenants to adapt growing practices to container gardening and local weather considerations
- Purchasing seeds, plants and gardening supplies and equipment, and
- Managing participant and financial records and producing program reports

Reporting to the Community Resource Program (CRP) Manager, this role works in cooperation with CRP staff to meet the newcomer community's settlement needs. The **Greening Coordinator** 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. This position is ideally suited to an individual who cares deeply about relationships with newcomer families, who is flexible in schedule and in approach to deal with challenges, who is a gifted organizer and motivator, and who can both share and learn about urban gardening techniques.

### **DUTIES AND RESPONSIBILITIES:**

#### **Program Delivery (50%)**

- Purchase and facilitate transportation of plants and gardening materials
- Provide one-on-one support to growers during soil preparation and growing
- Support growers with watering plants as needed
- Organize in collaboration with the growers a produce showcase
- Develop and conduct ongoing one-on-one evaluations and final program evaluation with growers
- Clean up and prepare the garden for winter

#### **Program Development (40%)**

- Plan and develop programming materials in various languages with support from interpreters
- Lead information sessions to recruit tenants to the Greening Program
- Conduct workshops and training on growing vegetables in Canada
- Assign garden plots to growers on the balconies
- Take an inventory of what growers would like to grow
- Develop and manage program budget

### **Reporting and Records Management (5%)**

- Prepare comprehensive program report and any additional reporting as required
- Support grant application for the Greening Program

### **Team and Interdepartmental Support (5%)**

- Maintain open communication with IRCOM staff, community members and program participants
- Attend IRCOM staff meetings, CRP team meetings and other related meetings as requested
- Collaborate with other IRCOM programs and take part in joint projects
- Follow IRCOM policies and procedures
- Other duties as assigned

### **REQUIRED QUALIFICATIONS:**

- Minimum post-secondary education in a relevant field such as Agriculture and/or a minimum 2 years direct greening or community garden experience
- Computer experience with Microsoft Office applications; Outlook, Excel, PowerPoint, Word
- Prior experience assisting with settlement sector programming an asset
- Superior customer service skills, attitude and experience
- Meticulous organizational skills and the ability to prioritize work
- Strong written and oral English communication skills. Additional languages are an asset.
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- 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> )

**Wage:** \$18.85/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.

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

This is a Part-Time, Term position ending September 30, 2025. This position will work out of the 95 Ellen Street location and requires a flexible schedule that will begin in April and continue through September. Weekly hours will be highest during planning and harvest times, and less during the growing season. Average weekly hours over the course of the term are approximately 20 hours/week. Days, evenings and some weekends required depending on program needs.

**APPLICATION 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 Tuesday, March 11, 2025  
and continue until the position has been filled.**

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