



Immigrant and Refugee  
Community Organization of Manitoba

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## **Director of Programming**

### **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 successful integration of newcomer refugee 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 Director of Programming is a highly-skilled, confident, experienced, self-directed individual with strong leadership and team-building skills. They are deeply committed to IRCOM's mandate of empowering newcomer families to integrate into the wider community through affordable transitional housing, programs and services. The Director is committed to social justice and ensuring that all voices are heard, particularly those with lived refugee experience.

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

The Director of Programming is responsible for the oversight, development, management, and monitoring of all IRCOM programs within their portfolio, in accordance with IRCOM's strategic priorities. As a member of the senior management team, the Director participates in strategic planning, risk management, organizational development, change management, problem-solving, and budgeting initiatives. The Director is accountable and responsible for specific projects and organizational responsibilities as assigned. The Director has a passion for IRCOM and provides strong leadership to the staff team and the organization as a whole.

With the supervision and support of the Executive Director (ED), the Director of Programming will fulfill the following responsibilities:

#### **Program Planning and Management (30%)**

- Oversee, monitor and support all program areas within portfolio including program development, implementation, monitoring and evaluation
- Support data management best practices and reporting/data tracking
- Responsible for big picture thinking (e.g., identify trends and gaps, sustainability, feasibility, quality vs. quantity, potential partnerships)
- Provide oversight for program assets management
- Support and promote a philosophy for IRCOM programming rooted in evidence, community-based best practices, and holistic approaches

- Ensure the development of comprehensive annual program plans
- Facilitate effective interdepartmental communication and collaboration
- Ensure programs are responsive to newcomer needs
- Support positive external partnerships and joint programming
- Overall program trouble shooting, problem solving, continuous improvement
- Act as a sounding board for staff
- Ensure all safety and health, legal and regulatory requirements are met
- Liaise with management team with respect to organizational initiatives

### **Grants and Financial Management (30%)**

- Oversee and monitor program budgets, cash flows, and program portfolio expenditures
- Work with program teams and senior management to determine resource needs for specific programs
- Liaise with funders
- Write/edit grant proposals for IRCOM programs
- Assist with meeting funding submission and reporting requirements
- Work with the finance team to create user friendly budgets for programs
- Support IRCOM fundraising activities

### **Human Resource Management (20%)**

- Recruit, select, hire, orient, coach, mentor and supervise managers
- Actively help build a strong, effective leadership team
- Support managers to develop staffing, turn over, succession, coverage, and vacation plans
- Coach direct reports in all aspects of performance management including addressing difficult or complex HR issues
- Support staff professional development and career pathway development
- Keep abreast of all relevant employment laws and legislation
- Understand the Collective Bargaining Agreement
- Provide ongoing mentorship and support to direct reports and the larger staff team

### **Stewardship (10%)**

- Ensure all programs are aligned with IRCOM strategic priorities, and recommend relevant policies and direction for development to the ED
- Anticipate, understand and respond to the needs of the IRCOM community through community consultation and meaningful dialogue

### **Community Partnerships and Communication (10%)**

- Along with other senior managers, develop and nurture relevant partnerships for IRCOM
- Support the creation of joint programs through sustainable, manageable partnerships
- Help IRCOM establish positive relationships in both IRCOM House neighbourhoods
- Ensure the ED and senior management team are well-informed through regular updates, and consistent, prioritized and effective communication
- Edit narrative and financial reports to funders, ensuring they are high-quality and timely
- Represent IRCOM at external presentations or events, when relevant
- Perform other duties as requested by the ED

## **REQUIRED QUALIFICATIONS**

- Bachelor's Degree and certification – Social Work, community development, human rights, peace and conflict studies, education, or a relevant field
- Minimum five years' experience in staff supervision and program management/coordination including budget management
- Minimum three years' experience in management
- Expertise in one or more of the following areas of specialization: program evaluation; data management and leveraging program data for planning and strategic purposes; DEI framework implementation: policy development; housing provision/property management; operations; human resources; programming with adults, children, youth
- Experience developing and managing all aspects of community programs, in particular programming for newcomers
- Proven ability to lead, manage, and strengthen an organization
- Comprehensive understanding of cross-cultural issues, immigration processes, the refugee experience, and of the systemic and social barriers to community integration faced by newcomer families
- Proven experience in cross-cultural communication and effective management in a culturally and racially diverse workplace
- Experience writing successful grant applications and developing and maintaining positive relationships with funders
- Exemplary communication and relational skills with staff, volunteers, program participants and organizational partners
- Superior written and oral English communication skills
- Proficiency with Microsoft Office, Zoom, Teams, and other relevant technologies
- Proven capacity to prioritize tasks while working in a fast paced, multi-tasking environment
- Demonstrated commitment to supporting and empowering the newcomer community through previous employment, volunteering and/or community involvement
- 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 <https://www.ircom.ca/aboutus/work-here/>)

## **DESIRED QUALIFICATIONS**

- Lived experience as a refugee or immigrant, or from an immigrant/refugee community
- Leadership experience at a senior management level
- Experience in crisis response
- Fluency in additional languages

**Work Location and Schedule:** The Director of Programming will work out of all IRCOM programming sites. This is a full-time, 37.5 hours per week permanent position. Office hours are generally 9 a.m. to 5 p.m., Monday to Friday; most work is in-person. Evening or weekend hours will be regularly required.

**Wage:** \$36.44/hour

**Benefits:** Comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance  
Paid professional development opportunities  
Paid time to sit on a relevant community board  
Paid sick days, discretionary days, 3 flexible statutory holidays/year, RRSPs  
Collaborative, family-friendly and supportive working environment

**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 Friday, August 22, 2024  
and continue until the position has been filled.**

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