

EARLY CHILDHOOD DEVELOPMENT (ECD) HUB COORDINATOR

Full Time (37.5 hours/week), Term Position

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., (IRCOM) and working in collaboration with the Freight House Early Learning and Care (FHELC) Executive Director, the ECD Hub Coordinator assists newcomer children gain access to high quality early childhood development programming in a culturally sensitive environment by:

- Planning and implementing programs,
- Supporting newcomer families,
- Reporting and records management,
- Collaboration and networking,
- Volunteer Supervision, and
- Team and inter-departmental support

As a result, the ECD Hub model will be implemented, providing regular, respite and crisis child care spaces, one-on-one home visits with families, parenting programs and other wrap-around supports. The ECD Hub Coordinator will be primarily responsible for activities that focus on family, parent and parent-child outreach, engagement and programming and will also be responsible for coordination with IRCOM programs that work with parents and children.

With the support and supervision of the Settlement and Capacity Building Programs Manager, the ECD Hub Coordinator is responsible for the following:

DUTIES AND RESPONSIBILITIES:

Program Planning and Implementation (40%)

- Develop a yearly plan for parent / parent-child programming
- Plan, organize, coordinate and facilitate family, parenting, and parent-child programs
- Manage registration and intake of all eligible children
- Coordinate regular program evaluations in consultation Community Resource Program Manager

Newcomer Family Support (20%)

- Work closely with ECD Hub staff to ensure parents and children are welcomed and are accessing the HUB and its services as intended
- Develop strong relationships with program participants by being accessible and on the floor as required
- Provide one-on-one supports to parents through home visits and/or on-site meetings
- Problem-solve and assist families who are facing challenges, liaising with/referring to IRCOM services and/or external partners as appropriate
- Attend and assist in organizing and running new tenants' orientation, Community Meetings, Clean ups and workshops

Reporting and Records Management (15%)

- Maintain accurate and up-to-date participants' records, and ensure that required confidentiality procedures are followed
- Develop and implement record-keeping systems that address data tracking, monitoring and evaluation needs of FHELC (for licensed child care), ECD Hub, and relevant Provincial government department
- Prepare high-quality funder reports in collaboration with CRP Manager and Director of Programming
- Create annual program expense plan
- Track and monitor program spending to implement approved budget
- Liaise with ECD Hub staff to ensure premises/equipment are well maintained

Collaboration and Networking (15%)

- Attend FHELC staff meetings and keep in regular contact with FHELC contacts
- Organize an annual check in / celebration with FHELC ECD Hub staff and all involved IRCOM staff
- Participate in network and community organization meetings (Downtown Parent Child Coalition, Communities4Families, etc.) to support program delivery (as requested)
- Ensure clear and regular communication with all stakeholders and colleagues
- Liaise with funders as appropriate

Volunteer Supervision (5%)

- Facilitate smooth integration of ECD Hub volunteers with FHELC and volunteer services
- Coordinate professional development for ECD Hub staff and volunteers

Team and Inter-departmental Support (5%)

- Participate in Community Resource Program planning and team meetings
- Attend IRCOM staff meeting and other joint program meetings (High Needs Support Team, After School Program, etc.) as needed to ensure participants receive access to holistic supports provided through IRCOM's broader programming
- Adhere to all IRCOM policies, procedures and guidelines
- Other tasks as assigned by Settlement and Capacity Building Programs Manager

REQUIRED QUALIFICATIONS:

- Experience working directly with newcomer children and with parents, including facilitating parent-child or parenting programs
- Minimum of 2 years' experience in a community-based setting, preferably in settlement
- Proven group and program facilitation skills
- Excellent knowledge of the field of child care, of community-based programming (e.g., non-profit sector) and of settlement services
- Demonstrated commitment to and appreciation of the value of early learning and child care
- Ability to work effectively with diverse cultural backgrounds
- Strong collaborator and proven ability to work well within a diverse team
- Superior communication skills in English (written and oral)
- Sensitivity to the needs and concerns of newcomer refugee families
- Open-minded, resourceful, highly motivated, creative and independent
- Positive attitude and friendly manner
- Strength, stamina, and ability to engage with active, young children
- Training in a variety of parent-child programs such as Wiggle Giggle Munch, Nobody's Perfect, Triple P, etc.

DESIRED QUALIFICATIONS

- Knowledge of current IRCOM languages
- Post Secondary education (completed or in process) in areas of social services, early childhood education or community development
- Knowledge of early childhood development curricula and approaches
- Familiarity with the Abecedarian approach, Reggio-Emilia curriculum, and emergent curriculum is a strong asset
- International education/experience

HOURS OF WORK: This is a full-time, 37.5-hour-per-week, one-year term position to cover a maternity and parental leave. The ECD Hub Specialist's hours will take place predominantly during Monday-Friday, 9-5 and some Saturdays and evening shifts based on programming needs.

WAGE: \$ 24.63/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
Paid sick days, 3 flexible statutory holidays/year
Collaborative, family-friendly and supportive working environment

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 March 20, 2026
and continue until the position has been filled.**

HR - Selection Committee: 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).