



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**

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

#### **Full Time (37.5 hours/week), Permanent Position**

**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 (40%)**

- 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

### **REQUIRED QUALIFICATIONS:**

- Completion of an Educational Assistant program or related post-secondary education
- Experience tutoring, coaching, or assisting educators in educational delivery
- 2 years' experience working with newcomer youth
- Working knowledge of current high school curriculum across disciplines
- Knowledge of academic writing styles and formats
- Strong understanding of refugee experience and immigration process and challenges that newcomer youth face
- Excellent intercultural and interpersonal skills
- Demonstrated ability to provide role modelling and supports for youth



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- Ability to implement effective behavioral strategies for youth
- Excellent written and oral English communication skills
- Availability to work day shifts and evening shifts
- Strong organizational skills and the ability to prioritize tasks
- Demonstrated ability to maintain confidential information
- Ability to gather and analyze data and create reports
- Proficiency with Microsoft Office, Apple programs and database 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
- CPR/First Aid and NVC training
- Current Criminal Record Check and a clear Child Abuse Registry Check upon hire Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

#### DESIRED QUALIFICATIONS

- Lived newcomer or international experience
- ESL training
- Class 5 Drivers License and a clean Driver's Abstract
- 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 5:00pm – 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 (257 Bannatyne Avenue).

**Wage: \$21.59/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:** Comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance  
Paid professional development opportunities  
Paid sick days, discretionary days, 3 flexible statutory holidays/year, RRSPPs  
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.



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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 May 14, 2026  
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)).