Immigrant and Refugee
Community Organization of Manitoba

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AFTER SCHOOL PROGRAM (ASP) CO-MANAGER
Permanent, Full-time (37.5 hours/week) Position
August 2019

Candidate Profile: The After School Program Co-Manager is an experienced and collaborative manager committed to IRCOM's vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, programs, and services. This individual is a detail oriented, efficient and resourceful individual with strong program, staff and financial management skills, able to work effectively with a culturally diverse group of community members, and passionate about the potential of newcomer children and youth in growing into their Canadian environment. The ideal candidate will thrive in a fast-paced environment, manage and prioritize multiple tasks, and inspire and support the staff team in achieving program outcomes.

Position Summary and Purpose: The After-School Program (ASP) Co-Manager leads the ASP staff team to develop, implement, oversee, and evaluate year-round educational, recreational, social, arts and leadership programs for newcomer children and youth. The goal of the After School Program is to assist newcomer children and youth to harness their potential and set goals for their futures that will facilitate their successful transition to life in Canada. This is accomplished through a variety of educational and recreational activities, a safe and empowering environment with positive mentorship, and outreach and collaboration with different service providers. The desired outcome is children and youth who have a sense of belonging, confidence, and the developing leadership skills that will ensure their successful transition to life in Canada. The current position opening is for one of the two (2) Co-Manager roles.

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the After-sSchool Program Co-Manager provides leadership to staff and volunteers by;

- Developing and evaluating programs
- Managing program budget
- Supervising and leading staff team
- Supporting inter-departmental team work
- Nurturing community partnerships, and
- Managing records

Under the direction and support of the Director of Programming, the ASP Co-Managers will fulfill the following:

DUTIES AND RESPONSIBILITIES:

Program Development and Evaluation (25%)

- Develop, maintain and evaluate high quality, year-round, after school and summer programs
- Develop programs, strategies and coordinated services to mentor at-risk youth and include high needs children and youth in programming
- Develop and supervise special projects that respond to the dynamic needs of participants
- Oversee the development of weekly, monthly and annual program plans
- Develop and implement strategies to teach respect and non-violent behaviour among participants
- Support youth voice, leadership and ownership in programs
- Monitor program growth and development, ensuring programs are relevant, well-run and coordinated with other youth services
- Ensure ASP programming is evaluated and program improvements are made using Program Quality Assessment (PQA) tools
- Ensure fulfillment of After School Program objectives (see https://www.ircom.ca/programs/after-school-programs/)
- Ensure After School Programs are represented in and reinforce IRCOM's strategic priorities (see https://www.ircom.ca/about-us/strategic-plan/)

Financial Management (20%)

- Build sustained relationships with funders as indicated by Director of Programming
- Lead ASP grant-writing in close collaboration with Director of Programming
- Ensure funding database is accurate and ASP grant reports are submitted on-time
- Prepare annual program budget proposal
- Monitor program budget revenue and expenses in consultation with the Director of Programming
- Orient staff to financial processes and develop program-specific supports and systems as required
- Manage and authorize day to day cash flow, expense claims and payment requisitions

Staff and Volunteer Management (20%)

- Select, orient, train, and supervise ASP staff across multiple sites and programs
- Conduct regular staff check-ins, annual job description updates and performance reviews
- Identify and develop individual professional development plans and lead team building activities
- Coach program lead staff including Homework and Education for Youth (HEY) Teacher, Lead Program Support Worker and Youth and Family Support Worker
- Serve as positive role model for all, including children, youth and their families
- Approve staff schedules and authorize time sheets
- Ensure ASP staff compliance with IRCOM policies and procedures
- Ensure program volunteers and practicum students receive adequate orientation, support and supervision in collaboration with Volunteer and Community Services Program Coordinator

Team & Inter-departmental Support (15%)

- Promote cross-program communication and collaboration to ensure the ASP team is well-integrated in the IRCOM staff team
- Collaborate with other program teams to organize organization or community-wide special events
- Assist the High Needs Support Team and senior management with crisis management and complex issues related to children and youth
- Participate in IRCOM staff and management meetings and events
- Participate in ongoing professional development opportunities
- Other tasks as assigned by Director of Programming

Create and Nurture Community Partnerships and Networks (10%)

- Ensure ongoing engagement with newcomer families living at IRCOM and/or within the community
- Represent and/or ensure representation in relevant partnerships and coalitions
- Present to schools, funders and other groups on immigration and newcomer children and youth issues
- Build and maintain a strong relationships and joint programming with local schools and organizations

Records Management (10%)

- Implement guidelines and procedures of ASP program manual and update regularly
- Provide input into policy development in consultation with Director of Programming
- Develop and implement systems for tracking, gathering, and analyzing quantitative and qualitative program data
- Gather and prepare program information for Annual Report, funders or as requested by Communications Specialist

QUALIFICATIONS:

Required Qualifications:

- Bachelor's Degree in a relevant field – education, community development, recreation
- Minimum three (3) years' experience working with children and youth
- Minimum two (2) years' experience supervising staff and managing budgets
- Proven ability to lead, manage and strengthen a team with diverse talents and responsibilities

- Experience in program design, development, implementation, administration and evaluation across multiple sites
- Comprehensive understanding of cross cultural issues, the immigration process, the refugee experience, and of the systemic and social barriers to community integration faced by newcomer children and youth
- Experience writing successful grant applications and developing and maintaining positive relationships with funders
- Exemplary communication and relational skills with children, youth, team members and organizational partners
- Superior written and oral English communication skills
- Proficiency with Microsoft Office Suite and Google applications, operating on both Apple and Windows based operating systems
- 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 volunteering / community involvement
- Class 4 Manitoba driving license or ability to attain one within the first 90 days of employment
- 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/about-us/work-here/)

Desired Qualifications:

- Knowledge of IRCOM's After School Programs
- Knowledge of inner city and systemic and individual barriers that impact child and youth integration
- Prior experience managing a budget of $200,000 or more
- Prior programming experience with newcomer children and youth

Hours of work:
This is a full-time permanent position to a maximum of 37.5 hours per week. The Co-Manager's hours will take place both between 9 a.m. - 5 p.m. and often between 1-9 p.m. on weekdays. Weekend hours are also common.

Wage: $22.49/hour

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
Professional development opportunities
Collaborative, family-friendly and supportive working environment

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

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace.

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.

HR - Selection Committee
95 Ellen Street
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Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will continue until a candidate is selected.

We thank all who apply and advise that only those selected for further consideration will be contacted.