



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

**EMPLOYABILITY COORDINATOR**  
**RISE (Refugee Integration Support and Employability)**  
Term, Full-time position – 37.5 hours/week

**POSITION PURPOSE AND SUMMARY:** IRCOM's mission is to empower newcomer families to integrate into the wider community through affordable transitional housing plus on-site programs and settlement services. The goal of the RISE Pilot Project is to help newcomer refugee adult participants increase workplace employability. Objectives include:

- helping participants learn about employment in a Canadian context
- arranging volunteer work placements to help participants gain confidence, experience, language and skills
- offering tailored English instruction to enhance work-related vocabulary, and
- enabling participants to build new networks, connections and supports to enhance employability

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the **Employability Coordinator** serves tenants by:

- facilitating the RISE project
- recruiting, training and placing workplace participants, and
- supporting the Community Resource and IRCOM staff teams

**CANDIDATE PROFILE:** The Employability Coordinator is someone who combines a passion to accompany newcomers on their settlement journey, the creativity and skills to design and adapt a new service program, the resourcefulness and relational ability to reach out and forge placement partnerships, and the communication and coaching skills to build bridges of collaboration across diverse interests, abilities and places of origin. This is an individual with effective intercultural skills, a positive, solution-oriented approach to challenges, and strong verbal and written abilities in English. This individual balances initiative with effective responses to service needs and is known to be able to manage frequent contacts and still attend to relationships and task commitments. The Employability Coordinator enjoys working in a diverse and collaborative team environment and is committed to working with newcomer families as they experience Canada for the first time and as they build skills and connections to assist them in their integration into Canada. The successful candidate will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment and will work in a way that is people-centered, holistic and partnership based.

With the support and supervision of the Community Resource Program (CRP) Manager, this position has the following:

**DUTIES AND RESPONSIBILITIES**

**Program Development and Support (25%)**

- Conduct an environmental scan and identify referral pathways
- Research current and projected labour market trends, gaps and needs
- Review and adjust a curriculum of employability related workshops and a network of facilitators
- Identify or maintain, document and promote volunteer work placement opportunities
- Provide ongoing mentorship support while participants attend work placements
- Manage program budget, track outputs and outcomes and meet funder reporting requirements
- Draft a sustainability plan for long-term project continuation
- Identify external resources and supports

**Program Delivery (70%)**

- Recruit program participants in collaboration with CRP team members
- Develop individualized participant plans that include needs, assets, skills assessment and goals
- Identify and build relationships with potential work placements and employers
- Negotiate and organize three (3) to six (6) month volunteer work experience placements
- Actively work to reduce barriers (e.g. child care, language) for newcomers looking to work
- Develop and/or facilitate workshops on employability, computer literacy, workplace culture and skills
- Provide drop-in supports and monthly one-on-one coaching visits
- Refer participants to internal or external supports as needed

**Team and Inter-departmental Support (5%)**

- Participate in team and staff meetings, events and training
- Participate in inter-departmental committees as directed
- Perform other duties as required by the CRP Manager

## REQUIRED QUALIFICATIONS

- Post-secondary education in a related field (Community Development, Adult Education, Human Resources, etc.)
- Strong understanding of immigrant/refugee experience related settlement challenges & barriers
- Knowledge of current labour market demands and opportunities
- Understanding of the impacts of poverty on families, children and youth
- Minimum 1 year experience coordinating employability, work placement or volunteer programs or equivalent
- Experience that demonstrates creativity, initiative and persistence
- Experience developing and delivering new programs or curricula
- Successful experience using problem solving and negotiating and skills in a positive and professional manner
- Proven ability to develop longer term, inter-organizational working relationships
- Technical proficiency working with Microsoft Office, data entry, e-mail and internet usage
- Exceptional verbal and written communication skills shown through planning, training and report writing
- Demonstrated ability to deal effectively with individuals of varying backgrounds and communication abilities
- Ability to work both independently and collaboratively
- Ability to assess participant needs, identify assets, develop and coach toward goals
- Highly organized, able to prioritize tasks and complete them with strong attention to detail
- Flexible, adaptive and responsive to changes
- Present a current Criminal Record Check and clear Child Abuse Registry Check upon hire
- All staff are required to support public health measures including vaccinations, masks and social distancing
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

## DESIRED QUALIFICATIONS

- Fluency in one or more of languages spoken by our tenants (Majority languages are Tigrigna, Arabic, Somali)
- Valid Class 5 Driver's License and access to a vehicle
- Familiarity with community ESL, educational, training and community resources
- Community development advocacy experience
- Certification in CPR, First Aid, and Non-Violent Crisis Intervention (NVC)
- Lived newcomer, refugee or international experience and education

**SCHEDULE:** This is a term, full-time, 37.5 hour/week position that will be based at either 215 Isabel Street or 95 Ellen Street. Work hours are primarily between 9 a.m. to 5 p.m., Monday to Friday, but evenings and weekend hours will also be required when offering program sessions.

**WAGE:** \$23.33/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.

**APPLICATION INFORMATION AND PROCESS:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

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.

**Applications will be reviewed as received and will continue until a candidate is selected.**

Please direct applications and inquiries to:  
HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview 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.