



Immigrant and Refugee
Community Organization of Manitoba

FINANCIAL LITERACY PROGRAM FACILITATOR

5 month Part-Time, Term Position (June – November, 2023)

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 and committed in supporting settlement of newcomer 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 Financial Literacy Program (FLP) Facilitator is an individual who integrates and balances:

- knowledge of financial literacy best practices
- experience with community based financial resources,
- ability to communicate with and teach culturally diverse adult newcomers,
- initiative, ability to work independently and good teamwork skills,
- ability to creatively problem solve,
- strong group facilitation and networking skills and experience,
- great organizational and record keeping skills, and
- passion to assist newcomer adults to gain independence and skill in financial management

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba (IRCOM) Inc., the FLP Facilitator supports newcomer community members to:

- Effectively support the efficient and accurate operations of the financial empowerment programs
- Deliver individual and group sessions in Money Management Training (MMT)
- Provide individualized support for clients on budgeting, financial planning, monitor of savings, and purchase of assets
- Provide administrative support for the program

Reporting to the Community Resource Program (CRP) Manager, this role works in cooperation with other program teams to meet the newcomer community's needs for access to benefits. The FLP Facilitator will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, culturally sensitive, wholistic and partnership based.

BACKGROUND: The Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM) is a member of the Winnipeg *Empower Manitoba Partnership*. Founded by SEED Winnipeg Inc., The United Way of Winnipeg, and The Province of Manitoba and supported by the Assiniboine Credit Union. The *Empower Manitoba Partnership* consists of community-based organizations that run Asset & Capacity Building Programs in an effort to assist low-income participants save for productive assets or household necessities. To help participants meet their savings goals, IRCOM's Asset and Capacity Building Program (ACBP) includes Money Management Training classes in an EAL format, matched savings credits that are added to the funds that participants save on their own, opportunities for peer support from fellow participants, and one-to-one support from IRCOM staff. Programs currently offered at IRCOM include the Saving Circle Program, the Individual Development Account (IDA) Program, Immigration Loan Repayment Program and Access to Benefits Program. For program specific details please visit <http://www.ircom.ca/AssetBuildingPrograms.htm>

CANDIDATE PROFILE: The FLP Facilitator is a competent individual 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 staff is a detail oriented, efficient and resourceful individual with strong interpersonal, organizational and administrative skills, able to meet the challenges of working with a culturally diverse group of community members. The ideal candidate will be able to multi-task in a fast-paced environment prioritizing tasks and executing them to a high degree of accuracy. The FLP Facilitator will exhibit and uphold IRCOM's core values of integration, inclusion, social justice and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the supervision and support of the CRP Manager, FLP Facilitator will support the delivery of the financial empowerment programs. undertaking the following:

DUTIES AND RESPONSIBILITIES:

Group Program Planning and Delivery: (40%)

- Prepare weekly Money Management Training (MMT) sessions including reviewing materials, making any necessary adaptations, printing handouts, etc.
- Lead and conduct 8 MMT group sessions, set up and take down of classroom space, preparation of snacks, bus tokens etc.
- Communicate attendance expectations to participants

Individual Client Support: (40%)

- Plan and deliver at least two, family based one on one sessions for each of 30 participants
- Provide clients with assignments, answer questions, review homework and provide feedback
- Prepare participants for cash-out process
- Assist with case management

Reporting and Records Management (10%)

- Prepare narrative and financial reports upon request
- Enter data into database
- Track and report attendance, provision of bus tokens

Team and Interdepartmental Support (10%)

- Arrange for and/or provide for program logistics including space booking, interpreter requests, setup and take of program space, participant snacks, and schedule appointments
- Follow IRCOM policies and procedures
- Maintain open communication with the IRCOM staff, community members and program participants
- Attend ACBP team meetings
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Post-secondary education in Community Development or related field
- Money Management Facilitator Training completed
- Group facilitation, financial literacy coaching and community organizing experience
- International education/experience is recognized
- Demonstrated strong commitment to supporting high needs and English as an Additional Language (EAL) participants
- Ability to work independently and in a non-judgmental manner, with respect, professionalism, cooperation, sensitivity and cultural awareness
- Demonstrated ability to work independently, cooperatively and constructively within a multidisciplinary team environment
- Ability to work flexible hours, including weekends and evenings
- Strong administrative and organizational skills

- Ability to manage and adapt positively to very diverse work environment
- Excellent computer skills (e.g. Word, Excel, Microsoft Outlook)
- Knowledge and understanding of issues impacting newcomers
- This position is subject to a Criminal Record Check and a satisfactory Child Abuse Registry Check
- Experience working in a non-profit organization is an asset
- Experience working with the newcomer community is an asset
- Valid driver's licence and access to a vehicle is an asset

Hours of work: This is a 5 (five) month term, part-time position with variable schedule determined by the CRP manager, averaging 10 hours per week. The FLP Facilitator's hours will predominantly take place at either the Ellen or Isabel locations during evenings and weekends based on client needs.

Wage: \$19.85/hr. 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:

- Paid sick time
- Collaborative, family-friendly and supportive working environment

APPLICATION 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.

Application review will begin after 12 pm, noon on Friday, May 19, 2023 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
 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.