



Immigrant and Refugee
Community Organization of Manitoba

AFTER SCHOOL PROGRAM (ASP) CO-MANAGER **Full-time, permanent position**

The Immigrant and Refugee Community Organization of Manitoba, Inc. (IRCOM) strives to empower newcomer families to integrate into the wider community through affordable housing, capacity building programs, and accessible services. Our two housing complexes are a transitional home to families from diverse cultural, educational, linguistic and professional backgrounds. IRCOM has numerous programs to facilitate newcomer family integration into Canadian society, including an After-School Program for children and youth, an Asset Building Program for learning about money in a Canadian context, a Community Resource Program for connecting newcomers to resources in Winnipeg, and a Newcomer Literacy Initiative for English classes.

POSITION SUMMARY: The After School Program (ASP) Co-Manager works with 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 develop a sense of confidence and belonging that will ensure their successful transition to life in Canada. The current position opening is for one of the 2 Co-Manager roles.

DUTIES: Under the direction of the Associate Executive Director, the ASP Co-Managers will fulfill the following duties:

Manage After School Program

- Ensure IRCOM's After School Program (ASP) fulfills its objectives (see <http://www.ircom.ca/programs/after-school-program/>)
- Maintain high quality, year-round, responsive after school and summer programs
- Oversee the development of weekly, monthly and annual program plans
- Oversee the Homework Program with the Teacher/School Liaison, as well as other structured programs such as Youth Employment and Leadership
- Implement and enforce rules and behavioural expectations and mediate conflicts effectively
- Develop and implement strategies to teach respect and non-violent behaviour among participants
- Develop and supervise special projects that respond to the dynamic needs of participants
- Ensure ASP programming is evaluated and program improvements made using Program Quality Assessment (PQA) tools
- Visit and provide support at off site ASP programming on a regular basis
- Monitor program growth and development, ensuring programs are needed, well-run and coordinated with other youth services

Engage Program Participants

- Support youth voice, leadership and ownership in programs
- Develop relationships with individuals and families and serve as a positive role model
- Ensure ongoing engagement with newcomer families living at IRCOM and/or within the community
- With the Youth and Family Support Worker, mentor at-risk youth and design specific interventions to help them stabilize and reach their potential

Create, nurture and sustain community partnerships and networks

- 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

Staff Management

- Recruit, hire, orient/train, coach, mentor and supervise ASP staff
- Address Human Resource issues in collaboration with ASP Co-Manager, senior managers and the ED
- Ensure ASP staff are clear on their roles and responsibilities
- Conduct annual staff performance reviews and professional development plans
- Support capacity-building, professional development and strong performance as a team
- Work with IRCOM's Volunteer and Community Services Program to support volunteers and practicum students
- Approve staff schedules, time sheets and track HR information including sick time, vacation time, etc. as required

Financial Management

- Provide strong support in the area of grant-writing, reporting and tracking corresponding deadlines
- Work with administration staff to ensure the funding database is accurate, for ASP grants
- Build sustained relationships with funders, in partnership with senior management
- Provide input into annual budget preparation and monitor the annual program budget, in consultation with the Associate Executive Director and the Bookkeeper
- Orient staff to financial processes and develop program-specific supports and systems as required
- Manage day to day cash flow and claims and expenses

Administration and Reporting

- Implement guidelines and procedures of ASP program manual; provide input into policy development
- Develop systems for tracking, gathering, and analyzing quantitative and qualitative program data
- Maintain communication with funders, writing and submitting reports
- Summarize program information for the Annual Report, funders and/or for the public

Organizational Responsibilities

- Collaborate with other program teams to help organize organization-wide 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
- Promote cross-program communication and collaboration to ensure the ASP team is well-connected with the rest of the staff team
- Attend IRCOM staff and management meetings
- Support a newcomer child and youth perspective in IRCOM discussions, decision, program and procedure development
- Support IRCOM's Strategic Planning
- Other tasks as assigned by supervisor

QUALIFICATIONS

- Bachelor's Degree in a relevant field plus a minimum 3 years' experience working with children and youth, or an equivalent combination of skills and experience
- Comprehensive understanding of the immigration process, of the refugee experience, and of the strengths, barriers, and challenges of newcomer children and youth
- Proven supervisory skills and team leadership skills, able to empower program participants, mentor staff and effectively share leadership responsibilities with the existing ASP Co-Manager
- Demonstrated ability to successfully manage human resource issues and organizational dynamics
- Experience in program design, development, implementation, administration and evaluation across multiple sites
- Superior organizational skills and strong written and oral English communication skills
- Understanding of cross cultural issues in the context of community integration and newcomer settlement experience, specifically regarding newcomer children and youth
- Exemplary communication and relational skills with children, youth, team members and organizational partners
- Proficiency with Microsoft Office Suite and Google applications, operating on both Apple and Windows based operating systems
- Demonstrated experience working in a fast paced, multi-tasking environment
- Demonstrated commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Must hold a valid Class 4 driving license or be willing to attain one within the first 90 days of employment
- Clear criminal record check and child abuse registry check no older than 3 months
- Knowledge of IRCOM's After School Programs is a major asset
- Experience writing successful grant applications and developing positive relationships with funders an asset

For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/employmentopportunities/>

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.

Salary: \$43,000/yr

Benefits:

- Group Insurance Plan with extended health, dental, life and AD&D insurance
- Professional development opportunities
- Collaborative, family-friendly and supportive working environment

Submitting an Application

To apply for this position please submit your résumé and cover letter by **Monday, July 16, 2018 at 12 pm** to:

Selection Committee: ASP Co-Manager
Immigrant & Refugee Community Organization of Manitoba Inc.
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: admin@ircom.ca
Fax: 204 - 943 – 4810

The selected candidate must be legally entitled to work in Canada.

IRCOM is an Equal Opportunity Employer. Interested applicants can identify themselves as belonging in any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities, persons with a disability or any other groups that are typically under-represented in the workplace.

We thank all who apply. Please be advised that only those selected for an interview will be contacted. Your cover letter and résumé must clearly indicate how you meet the qualifications.