



Immigrant and Refugee  
Community Organization of Manitoba

### **Volunteer & Community Engagement Program Assistant Full Time, Term Position – January 2– March 31, 2019**

**Background:** The **Volunteer & Community Engagement Program** supports around 100-120 volunteers that share their time and energy with IRCOM weekly. IRCOM's volunteers come from a wide range of linguistic, educational, ethno-cultural backgrounds with a wide age range. The program is host to more than 30 practicum students each year. Volunteers serve the community in all areas from after-school programming to English as an Additional Language (EAL) classes to house maintenance. With a hand in virtually every activity at IRCOM, our Volunteer & Community Engagement Program is a great connector of people and serves as a learning hub for the community.

**Position Summary and Objective:** The Volunteer and Community Engagement Program Assistant (VCEPA) is responsible for assisting the Volunteer and Community Engagement Program (VCEP) staff with their day-to-day program operations. This position will provide administrative support to the VCEP, assist with projects associated with IRCOM's Family-to-Family (F2F) program, Community Engagement initiatives including The Common Ground Project, and plan and implement Training & Orientation events for volunteers.

**Candidate Profile:** The Volunteer & Community Engagement Program Assistant (VCEPA) is a grounded, innovative and self-motivated individual committed to IRCOM's vision and mandate of empowering newcomer families to integrate into the wider community through affordable transitional housing, programs, and services. This staff is a 'people person' who is creative, detail-oriented, efficient and resourceful, with strong administrative and organizational skills, and is able to work with a culturally diverse group of clients. The VCEPA must be able to multi-task and work in a fast-paced and busy environment. The VCEPA 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, holistic and partnership based.

Under the supervision of the Community Engagement Manager (CEM), the VCEPA will undertake the following tasks:

#### **Volunteer Program Assistance – 80%**

- Provide administrative support to VCEP staff by assisting with preparation of training materials, volunteer application forms, intake/onboarding documents, and filing volunteer documents
- Support the delivery of Training & Orientation workshops and events for volunteers and IRCOM staff (registration, room set up, preparing materials, scheduling facilitators)
- Adapt training and program materials according to individual, program and organizational needs
- In collaboration with VCEP staff, support the pre-planning and development of IRCOM's Family-to-Family program and activities for Spring 2019
- As directed by VCEP staff, prepare Family-to-Family communication material to inform and update internal and external teams/partners
- Assist VCEP and Community Resource Program staff with Family-to-Family recruitment, selection, training, support of external and internal families and volunteers as required
- Provide pre-event support and assistance for Family-to-Family community events (training and, kick-off party, summer celebration, wrap up event)

#### **Community Engagement – 10%**

- Under direction of VCEP staff, provide program support to the Common Ground Initiative : event support, community outreach, and administrative tasks
- Assist CEM with communications projects as needed: social media, donor relations, marketing material, and media requests

## Reporting – 10%

- Monthly narrative reports to CEM, as well as any other relevant reporting related to the position
- Attend monthly staff meetings, staff days and report on program activities
- Participate in internal IRCOM committees and working groups as requested
- Other duties as assigned

## Qualifications

- Post-secondary education in a relevant field OR equivalent combination of education and experience
- Excellent administrative and organizational skills are required
- Excellent written and oral English communication skills
- Superior computer skills are required, knowledge of Microsoft Office Applications
- Quick learner with the ability to multi-task and prioritize work
- Previous event planning and management experience essential
- Flexibility and positive attitude essential
- Excellent cross-cultural and team work skills
- Comfortable with public speaking and meeting new people on a daily basis
- Proven ability to work with people from diverse cultural backgrounds
- Must be open-minded, resourceful, detail-oriented, highly motivated, and independent
- International education/experience is recognized
- Volunteer management experience is ideal
- Refugee or immigrant experience is an asset
- Knowledge of a second language is an asset
- Must undergo Criminal Record Check, as well as have a clear Child Abuse Registry Check

**Hours of work:** This is a full-time, term position for a maximum of 37.5 hours per week. The term will run from January 02 to March 31, 2019. The hours will take place primarily during regular office hours but there will be substantial evening and weekend work required.

**Wage:** \$16.32/hr.

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## Application information:

Your cover letter and resume must clearly indicate how you meet the qualifications for this position.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resume if they are from any of the following groups: women, Indigenous people, visible minorities and/or persons with a disability.

Successful candidates must:

- be legally entitled to work in Canada
- submit to a Criminal Record Check as well as a clear Child Abuse Registry Check

Please submit your resume and cover letter by **Wednesday, December 12, 2018 at 12:00pm noon** to:

VCEPA Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [admin@ircom.ca](mailto:admin@ircom.ca)  
Fax: 204-943-4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.