



Immigrant and Refugee  
Community Organization of Manitoba

## Common Ground Project Assistant

Part Time 30 hours/week (minimum) to  
Full Time 37.5 hours/week (negotiable)

24 month term position

Posting Date: May 3, 2019

**Position Summary:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc., the goal of the Common Ground Project is to increase meaningful connections and understanding between newcomer and Indigenous community members, with a focus on the Central Neighbourhoods of Winnipeg, in particular the Centennial Neighbourhood. The Project Assistant is an integral member of the Common Ground Project, brings Indigenous perspectives and preferably lived experience to this role, and receives regular supervision and support from the Volunteer and Community Services Coordinator to:

- Plan and deliver high-quality community-based programming and activities
- Initiate outreach and facilitate high levels of participation
- Record and maintain information that will assist in improving the Project, and
- Support the IRCOM team

The Common Ground Project Assistant will have the following responsibilities:

### **Program Planning and Delivery (40%)**

- Plan and implement project activities and events both within IRCOM and in the surrounding neighbourhood
- Be actively involved in the lead up to activities and events, and in the set up, delivery of and clean up after
- Purchase food and project materials
- Initiate, meet with and form positive relationships with local partner organizations and engage them in the project
- Liaise with the Common Ground Advisory Committee and IRCOM's Indigenous Cultural Advisor for counsel and advise
- Work with local partners, IRCOM staff and tenants to address neighbourhood safety issues
- Develop project materials and resources for the community, IRCOM tenants and staff
- Initiate and develop creative activities to enhance the project's capacity to foster meaningful connections
- Support IRCOM staff, tenants, and local residents in neighbourhood safety efforts

### **Outreach, Recruitment and Community Networking and Engagement (30%)**

- Serve as a cultural broker and help build understanding between newcomers to Canada and Indigenous community members
- Encourage meaningful community voice and engagement in the project
- Conduct outreach via local partners to recruit participants to Common Ground activities in collaboration with the Advisory Committee, the Common Ground team, the IRCOM team and local partners
- Link the project to Indigenous partnership opportunities and resources for further growth and development of the IRCOM team

### **Records Management and Reporting (20%)**

- Develop and implement data recording system for measurement and evaluation in collaboration with the Volunteer and Community Services Coordinator
- Track and input/record project data
- Assist in conducting evaluation activities, compiling information and reporting
- Gather community input and feedback via surveys, networking and other means
- Identify community trends and dynamics to guide project activities and approaches

### **Team and Interdepartmental Support (10%)**

- Advise the Project on Indigenous worldviews and perspectives and on how to make the Project accessible and culturally safe
- Engage the IRCOM team in Common Ground activities and support staff education and awareness
- Attend team meetings, all-staff meetings and trainings as required
- Participate in professional development opportunities
- Follow IRCOM policies and procedures
- Collaborate and coordinate program activities with other IRCOM staff teams
- Other duties as assigned

The successful applicant will bring the following qualifications to this role:

#### **Required Qualifications:**

- Grade 12 diploma
- Deep understanding of Indigenous worldview and experiences, including the history of colonization and the strengths and assets of Indigenous communities.
- Positive attitude towards newcomers to Canada
- Community based programming experience
- Experience in organizing special events including medium to large scale community events
- Excellent written and oral communication skills in English
- Strong computer skills
- Ability to create accessible, plain language materials
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities/>)

#### **Desired Qualifications:**

- Undergraduate degree, partial or complete in a related field such as Community Development, Indigenous Studies, Social Work, Child and Youth Worker, etc.
- Lived experience as an Indigenous person
- Experience working with or connections with newcomers to Canada
- Community development experience
- Community-based experience in the Central Neighbourhoods, in particular, Centennial Neighbourhoods

**Hours of work**

This is a 37.5 hours/week, 24 month term position. Hours will vary and will include daytime work, evenings and some weekend work. Hours may be negotiated down to a minimum of 30 hours/week.

**Salary and Benefits**

**Wage:** \$18.30/hour

Following successful completion of probation, this position is entitled to participate in our Group Insurance Plan

**Benefits:** Group Insurance Plan with extended health, dental, life and AD&D insurance  
Professional development opportunities  
Collaborative, family-friendly and supportive working environment  
Diverse workplace including Indigenous and newcomer colleagues

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

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

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 accepted until a suitable candidate is found:**

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