



AFTER SCHOOL PROGRAM (ASP) Assistant Manager

Full-time, permanent position

CANDIDATE PROFILE: The ASP Assistant Manager (AM) is an individual who brings experience and skills in program planning and design, financial administration, report writing, and staff supervision to the After School Program. The AM assists the ASP Manager and supports staff in the development and implementation of high-quality programs to improve the educational, social, recreation and integration experiences and outcomes for newcomer children and youth. They advocate for what is best for ASP, and keep the program aligned with stated goals and objectives. By leading through example, the AM demonstrates, encourages and inspires ASP staff to set and achieve goals towards improving the quality of programming in ASP and grow in their capacity and skills.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Assistant Manager assists newcomer children and youth to integrate into Canadian society by;

- Assisting ASP Manager with funding reports
- Providing input for Staff Performance and Development Plan
- Managing records and communication,
- Ensuring program quality,
- Providing team and inter-departmental support and collaborations.
- Assist with program budget and procurement

With the supervision and support of the ASP Manager, the Assistant Manager will fulfil the following responsibilities:

Support Program Staff (30%)

- Assist ASP Manager in training and mentoring new staff members and volunteers in the area of program delivery, monitoring and guidelines
- Coach, monitor, and support staff in program development, implementation, measurement and evaluation
- Develop and implement communication, program and relational strategies to teach respect and develop non-violent behaviour to children and youth.
- Supervise program staff, volunteers and activities in consultation with ASP Manager
- Assist staff in planning logistics (permits, transportation, etc.) for off-site activities in consultation with ASP Manager
- Prepare monthly program calendars with input from program staff leads
- Make recommendations to ASP Manager on ways to support staff in achieving program expectations

Fund Reporting and Financial Management (20%)

- Understand and implement all ASP program funding streams, guidelines and processes
- Provide strong support in the area of grant-writing, budget tracking and expense coding, and monitoring corresponding report deadlines
- Work with ASP Manager to ensure the funding database is accurate
- Assist with 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 Director of Programming and Finance
- Orient staff to financial processes and develops program-specific supports and systems as required
- Monitor expenditures, note budget variances and recommend remedial actions
- Research and recommend alternative suppliers to assist with achieving program and budget goals

Communication & Records Management (20%)

- Promote cross-program communication and collaboration to ensure the ASP team is well-connected with the rest of the staff team
- Track daily records of participants and program logs in database
- Update and evaluate program documents and participants files

Manage Program Quality (20%)

- Ensure programs balance activities to engage children and youth in recreational, social, educational, inclusive and integrative ways
- Lead continuous improvement in program quality through evaluation and improvement of procedures in consultation with ASP Manager
- Implement and enforce rules and behaviour expectations for all program participants
- Tailor additional supports for children and youth, in collaboration with their families and the ASP Manager
- Follow-up with program participants in the community (e.g. schools) in consultation with the teachers and school liaison

Team and Inter-departmental Support (10%)

- Communicate and collaborate effectively with other IRCOM programs, ASP volunteers, and partner agency staff to provide and advocate for coordinated services
- Represent ASP in interdepartmental and partnership meetings as directed by ASP Manager
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or Senior Management

REQUIRED QUALIFICATIONS

- Post Secondary education with related experience in a relevant field
- 2 years' experience in program design, development, implementation, administration and evaluation across multiple sites
- Proven supervisory and team leadership skills, able to empower program participants, mentor staff and effectively share leadership responsibilities with the ASP Manager
- Demonstrated ability to successfully manage human resource issues and organizational dynamics
- Experience writing successful grant applications and funder reports developing positive relationships with funders
- Superior organizational and digital data management skills
- Demonstrated computer proficiency with Microsoft Office Suite and Google applications, operating on both Apple and Windows based operating systems
- 2–3 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
- 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, families team members and organizational partners
- Demonstrated commitment to supporting and empowering the newcomer community through previous volunteering/community involvement
- Strong written and oral English communication skills
- Proven ability to thrive and maintain working in a fast paced, multi-tasking environment
- 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

DESIRED QUALIFICATIONS:

- Knowledge of IRCOM's After School Programs
- Knowledge of additional languages (French, Arabic, Tigrigna, Somali)
- First Aid, CPR and Non-Violent Crisis Intervention certification
- Lived newcomer or international experience

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 for a maximum of 37.5 hours per week. The Assistant Manager’s hours will take place Monday to Friday 9:00am – 5:00pm/1:00pm – 9:00pm; however, some weekends may be required as per the needs of IRCOM programs.

Other:

Wage: \$21.82/hr

Benefits: Group Insurance – Life, AD&D, LTD, Dental & Extended Health
RRSP contribution (beginning in 2nd year of employment)
Paid sick days, discretionary time and paid winter shutdown

Submitting an Application:

Selected candidate must be legally entitled to work in Canada.

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

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

To apply for this position please submit your resume and cover letter by **12 pm noon on Friday, March 26** to:

ASP Assistant Manager Selection Committee
95 Ellen Street
Winnipeg, Manitoba
R3A 1S8
Email: hr@ircom.ca
Fax: 204 - 943 - 4810

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

Please note the successful candidate will be required to submit to a Criminal Record Check as well as a clear Child Abuse Registry Check.