

COMMON GROUND PROGRAM FACILITATOR

Part-time, Interim Position

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc., the goal of the Common Ground Program is to increase meaningful connections and understanding between newcomer and Indigenous community members, with a focus on the Central Neighbourhoods area of Winnipeg, in particular the Centennial Neighbourhood. The Program Facilitator is an integral member of the Common Ground Program, bringing Indigenous perspectives to this role and:

- Plans and delivers high-quality community-based programming and activities
- Initiates outreach and facilitates high levels of newcomer and Indigenous participation
- Actively recruits participants for events from IRCOM and broader community
- Purchases supplies for events
- Participates in evaluation of activities
- Records and maintains information that will assist in improving the Program, and
- Supports the IRCOM team by participating directly in programs

With the supervision and support of the Child Care and Community Programs Manager, the Interim Common Ground Program Facilitator will have the following:

DUTIES AND RESPONSIBILITIES:

Program Planning and Delivery (40%)

- Lead Common Ground team 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 Program materials as required
- Work with local partners, IRCOM staff and tenants to address neighbourhood issues
- Present innovative ideas to augment core Common Ground activities
- Support IRCOM staff and tenants and local residents in neighbourhood efforts

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

- Serve as a cultural broker, able to bridge diverse understandings between newcomers to Canada and Indigenous community members
- Encourage meaningful community voice and interaction using a community engagement lens

Records Management and Reporting (20%)

- Track and input/record program data
- Assist in conducting evaluation activities and compiling information
- Gather feedback and conduct surveys and other means of gathering community input to help guide Common Ground

Team and Interdepartmental Support (10%)

- Advise the Common Ground Team on Indigenous worldviews and perspectives to ensure activities are accessible, respectful and culturally safe
- Engage and support the IRCOM team in Common Ground activities
- Attend team meetings and all-staff meetings and trainings as required
- Follow IRCOM policies and procedures
- Collaborate and coordinate program activities with other IRCOM staff teams as required
- Other duties as assigned

The successful applicant will bring the following to this role:

REQUIRED QUALIFICATIONS:

- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- Deep understanding of Indigenous worldviews, history, treaties, teachings, assets and protocols
- Positive attitude towards newcomers to Canada
- Experience in organizing special events including medium to large scale community events
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here/>)
- Excellent written and oral communication skills in English
- Proven ability to work independently and as a team member
- Strong computer skills

DESIRED QUALIFICATIONS:

- Experience working with or connections with newcomers to Canada
- Community development experience
- Community-based

Work location and Schedule: The Program Facilitator will work out of the 95 Ellen or the 215 Isabel site, with regular work in the community based on program needs. This is a temporary, part-time position to a maximum of 20 hours/week. Work hours will primarily be Monday through Friday and will vary based on program needs. Occasionally weekend or evening events are planned.

Wage: \$19.46/hour

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.

Application Information and 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.

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to candidates who identify as Indigenous and who meet the required qualifications. Applicants are requested to self-declare at the time of application.

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 reviewed as received 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