



Immigrant and Refugee  
Community Organization of Manitoba

IRCOM House Ellen  
95 Ellen Street  
Winnipeg, MB R3A 1S8

P: 204.943.8765  
F: 204.943.4810

IRCOM House Isabel  
215 Isabel Street  
Winnipeg, MB R3A 1R5

www.ircom.ca  
info@ircom.ca

## **RESEARCH AND EVALUATION COORDINATOR** **Part-time Position (30 hours/week)**

### **WHAT IRCOM OFFERS:**

- A warm, fun, and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A passionate staff team committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

**CANDIDATE PROFILE:** The Research and Evaluation Coordinator enjoys working with newcomers of all ages and working in diversity. They will have experience in community-engagement, ideally in Participatory Action Research, and come with qualitative and quantitative research experience, skills and education. They are experienced in action-oriented knowledge mobilization. The Research and Evaluation Coordinator 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.

**POSITION PURPOSE AND SUMMARY:** IRCOM's strategic Plan commits IRCOM to better understand its model through improved data collection, research and evaluation. It also encourages us to review and focus our efforts to bring about systemic change. This position plays a key role in moving IRCOM forward in these 2 areas. The current Newcomer Refugee Youth research (NRY) project is a refugee youth-led Participatory Action Research project aimed at engaging youth, parents and key stakeholders in the justice and educational systems, for purposes of systemic change.

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), and with the supervision and support of the Executive Director, the Research and Evaluation Coordinator will have the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Selection, Training and Supervision of Research Assistants (40%)**

- Select, supervise and support a Program Assistant
- Develop roles and responsibilities for research assistants and participants Group
- Recruit, supervise and support a core group of researchers
- Develop and implement Participatory Action Research training

#### **Project Implementation & Coordination (30%)**

- Liaise with IRCOM programs serving youth/young adults, and with local change coalitions, for coordination and recruitment
- Build connections and contacts with key stakeholders, and groups, within systems
- Conduct a youth-led Participatory Action Research project
- Find innovative ways to report on, frame, share and mobilize the knowledge and findings gained in the project with the intent of supporting systems change
- Report to and liaise with funder

#### **Project Design & Development (15%)**

- Develop a project plan with activities, timelines, deliverables, roles, and an evaluation framework

#### **Research and Evaluation at IRCOM (10%)**

- Support ongoing research and evaluation efforts at IRCOM by drafting evaluation frameworks, data collection tools and methods, as examples

#### **Team and Inter-departmental Support (5%)**

- Participate in Leadership Team and staff meetings, events and trainings
- Other duties as assigned

### **REQUIRED QUALIFICATIONS**

- Graduate degree in an applicable social sciences field, or equivalent combination of applied research experience and social service experience
- Minimum 2 years' experience in quantitative and qualitative research, and communicating research results
- Minimum 2 years' experience in community engagement with diverse communities, and some experience working with youth
- Prior project management experience with on time and on budget results
- Experienced trainer, able to tailor training approaches to a diverse audience
- Superior organizational skills and excellent written and oral English communication skills
- Demonstrated flexibility and ability to work independently, as a team, and collaboratively with other program partners, stakeholders, community members and service providers
- Ability to adapt to changes in project direction



Immigrant and Refugee  
Community Organization of Manitoba

IRCOM House Ellen  
95 Ellen Street  
Winnipeg, MB R3A 1S8

P: 204.943.8765  
F: 204.943.4810

IRCOM House Isabel  
215 Isabel Street  
Winnipeg, MB R3A 1R5

www.ircom.ca  
info@ircom.ca

- Proficiency with Microsoft Office Suite
- Demonstrated experience working in a fast paced, multi-tasking environment
- Present a satisfactory Criminal Record Check and maintain a clear Child Abuse Registry Check
- Proof of full COVID-19 immunization (including boosters) upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here/>)

#### DESIRED QUALIFICATIONS

- Experience in promoting systems change
- Experience in creative, community-based knowledge mobilization
- Lived experience as a refugee and/or BIPOC person; or strong understanding of refugee experiences
- Fluency in additional languages

**HOURS OF WORK:** This is a permanent part-time position to a maximum of 30 hours per week. Working primarily from 215 Isabel Street, the Research and Evaluation Coordinator's hours will be a mix of work during office hours (9-5), shifting to afternoon-evening work as required. Occasional weekend work will be required in order to be accessible to research participants.

**WAGE:** \$26.02/hour

#### BENEFITS:

- Group Insurance (Life, AD&D, LTD, dental & extended health insurance)
- Paid sick and discretionary time
- Paid winter shutdown
- Registered Retirement Savings Plan contributions after 1<sup>st</sup> year
- Professional development opportunities

**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 equity in employment. Interested applicants can identify themselves as belonging to any of the following equity seeking groups: women, Indigenous peoples, racialized peoples, persons with a disability, LGBTQ+, refugees, and/or immigrants. 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.

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.

**Review of applications will begin at 12 pm noon Wednesday, August 17 and will continue until the position has been filled.**

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 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.

We encourage you to check out this link: [Tips for Applying for a Job at IRCOM](#). We thank everyone for their interest, however only candidates selected for an interview will be contacted.