



# INTERNATIONAL WOMEN OF SASKATOON (IWS)

<b>JOB TITLE:</b>
<b>Program Associate II</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>
<b>Executive Director</b>
<b>NUMBER OF DIRECT REPORTS</b>
<b>N/A</b>
<b>PROGRAM NAME</b>
<b>Organizational Capacity Support (OCS) Program</b>
<b>JOB SUMMARY</b>
The OCS Program Associate is an integral part of the Women/Family Support Unit which tasked with the responsibility of using gender-based programming strategy to provide a series of structured and drop-in- activities for vulnerable and hard to serve clients. The Associate would facilitate group learning sessions, fitness, social connections, and personalized supports for newcomer women, seniors and other adults and also oversee the mobilization of volunteers to help enhance client services at the organization.
<b>KEY DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Be responsible for creating a welcoming and respectful environment where all program participants feel included and supported.</li><li>• Be responsible for using multiple outreach/promotional strategies to recruit clients for Women's ONLY and weekly Drop-in-Programs.</li><li>• Plan and develop required theme-based, age appropriate and gender- specific contents.</li><li>• Liaise with the Admin/Operations team for the distribution of monthly activity schedules.</li><li>• Be responsible for organizing and facilitating all adult drop in activities, scheduled from Wednesday to Saturday namely: women &amp; seniors' only activities, co-ed health &amp; recreation sessions, Friday EAL/ESL classes and cooking/baking classes.</li><li>• Be responsible for performing set up, take down and light cleaning duties pertaining to each program activity.</li><li>• Be responsible for maintaining proper records of funds, professional contacts and all resources associated with the OCS Program.</li><li>• Be responsible for recruiting/liasing with guest presenters for program supports.</li><li>• Liaise with other staff members to identify where volunteer capacity is required.</li><li>• Be responsible for the recruitment, onboarding and on-going training/support of the organization's volunteer capacity.</li><li>• Using approved data tools &amp; systems, document and safely maintain the required client information in a timely and efficient manner.</li><li>• Conduct client follow ups in order to collect feedback, impact stories and monitor outcomes.</li><li>• Prepare and submit to Management, interim and final reports, as at when due.</li><li>• Perform other duties as may be assigned in furtherance of the objectives of the program and the mandate of the organization.</li></ul>



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## FACTOR INFORMATION

### EDUCATION & EXPERIENCE

- Some University education in the area of social sciences and human services
- A minimum of two years of relevant work experience working with newcomer women, seniors and families who have experienced multi-layer barriers to settlement and integration
- Knowledge of relevant community resources in Saskatoon
- Some experience in program development and group facilitation , will be an asset
- Experience, working with Immigrant/Refugee women and their families
- Valid Criminal Record Check/Vulnerable Sector Check
- Other language abilities is an asset

### SKILLS & KNOWLEDGE

- Strong verbal and written English communication skills
- Ability to multi-task, work under pressure with minimum supervision and/or independently a
- Strong organizational, time management, inter-personal , written communication and team work skills
- Other required soft skills are: positive attitude, client service, organization, leadership and problem solving skills
- Proficiency in MS Office Applications and any client data management systems
- An understanding of and commitment to the values and philosophies of IWS
- Valid criminal; records check with vulnerable sector search

### EFFORT

- May have multiple shifting priorities with frequent interruptions

### WORKING CONDITIONS

- 26 Hours/week ( PT/Contract)
- Work Days: Wednesday to Saturday
- Work Hours: 9am – 4:00pm ( 6.5hours/day)
- Contract Duration: April 1, 2019 to Sept. 30, 2019
- Wage: \$17:50/hour
- Will work in an office environment

### Apply to:

Executive Director

[hrmanager@iwssaskatoon.org](mailto:hrmanager@iwssaskatoon.org)

Deadline: Thursday, March 21 2019

Note: Please be advised that only those shortlisted will be contacted for Interviews.