



INTERNATIONAL WOMEN OF SASKATOON (IWS)

JOB TITLE:
Program Associate II
TITLE OF IMMEDIATE SUPERVISOR:
Executive Director
NUMBER OF DIRECT REPORTS
N/A
PROGRAM NAME
Newcomer –Women Initiative for Support & Empowerment (WISE) Program
JOB SUMMARY
The WISE Program is designed to adopt a holistic approach in tackling gender-based barriers to access and participation for <u>70 newcomer women</u> . Critical aspects of the program would include creating welcoming spaces for information sharing , skills building, Intercultural community connections and promoting relationship building with members of the Indigenous community in the spirit of knowledge exchange, sharing, truth, reconciliation and harmonious co-existence .
KEY DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Work as a team member to create welcoming and respectful spaces where all program participants feel included and supported.• Use multiple outreach/promotional strategies to recruit the target clients and stakeholders.• Facilitate active engagement and participation of members (individuals and groups) within the Indigenous community in Saskatoon and area.• Plan and develop a variety of on-going weekly sessions with focus attention for the purposes of: knowledge and skills building, recreation, mentoring and intercultural community connections.• Implement gender-based programming contents that advance the vision and intentions of the Truth and Reconciliation Committee Call to Action 93.• Be responsible for performing set up, take down and light cleaning duties pertaining to each program activity.• Be responsible for maintaining proper records of funds, professional contacts and all resources associated with the WISE Program.• Be responsible for recruiting/liasing with guest presenters for program supports.• Liaise with other staff members to identify where volunteer capacity is required.• Using approved data tools & systems, document and safely maintain the required client information in a timely and efficient manner.• Conduct client follow ups in order to collect feedback, impact stories and monitor outcomes.• Prepare and submit to Management, interim and final reports, as at when due.• Perform other duties as may be assigned in furtherance of the objectives of the program and the mandate of the organization.



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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: Tuesday to Friday
- Work Hours: 9am – 4:00pm (6.5hours/day)
- Contract Duration: June 17, 2019 to December 20, 2019
- Wage: \$17:50/hour
- Will work in an office environment

Apply to:

Acting HR/Policy Manager
careers@iwssaskatoon.org

Deadline: May 30, 2019

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