



INTERNATIONAL WOMEN OF SASKATOON (IWS)

POSITION DESCRIPTION	
JOB TITLE	
Summer Student Position: Youth Program	
TITLE OF IMMEDIATE SUPERVISOR	
HR Manager	
LOCATION	
Saskatoon	
ORGANIZATIONAL PROFILE	
<p>The International Women of Saskatoon (IWS) is a grassroots women's organization and a registered charity established in 1985 with a main office in Saskatoon and a satellite office in Regina. The mandate of the organization is to help improve the status of newcomer/ immigrant/ refugee women and their families by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.</p>	
SCOPE OF WORK	
<p>Reporting to the Manager, the individual in this position is responsible for facilitating theme-based learning opportunities for newcomer girls enrolled in our NeXT Generation Girls: a Girls' Leadership Development camp for newcomer girls, non-permanent residents, ages 8-13. The primary tasks include content development, program planning, workshop facilitation, data entry and report writing.</p>	
TASK DESCRIPTION	
<ul style="list-style-type: none">• Ensure a warm and welcoming environment for all clients and stakeholders.• Be responsible for content development and program planning.• Be responsible for development, compilation and maintenance of materials/resources and attendance records.• Be responsible for facilitating gender-based leadership development for young newcomer girls using multiple strategies including life skills workshops, arts & crafts, information and orientation, and recreation, where safe and appropriate.• Provide leadership, mentorship and positive role modelling for clients.• Respond to client and public enquiries by phone, in person and e-mail, providing information on services in a courteous, professional and timely manner.• Input and maintain client data/records using approved forms and standard operating procedures.• Be responsible for the collection and record of client feedback and impact stories.• Be responsible for reminder calls to parents and guardians; conducting client follow-up activities.• Provide secretarial/administrative supports.• Assist with all other duties as may be required in furtherance of the objectives and the mission of IWS.	

Saskatoon Main Office:

301-336 5th Avenue North, S7K2P4

Telephone: (306) 978-6611 (306) 651-5272

Email: info@iwssaskatoon.org

Regina Satellite Office:

100-2445 13th Ave, S4P0W1

Telephone: (306) 525-5272

Email: infohub.regina@iwssaskatoon.org

Website: www.iwssaskatoon.org



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FACTOR INFORMATION
EDUCATION AND EXPERIENCE
<ul style="list-style-type: none">• Current full time undergrad in Gender & Women’s Studies or Education or General Art & Science• Must be intending to return to school full-time next year,• Must eligible to work in Canada in accordance with applicable legislation and regulation
SKILLS & KNOWLEDGE
<ul style="list-style-type: none">• Ability to multi-task and work under pressure with minimum supervision, independently and in cooperation/collaboration others• 1-2 year experience working with young girls, ages 8-13• Demonstrated ability to provide leadership to youth and relate to their unique developmental stage in life with genuine love, care, respect and guidance• Excellent communication (oral & writing) skills• Excellent client service orientation, leadership, and problem solving skills• Team building and behaviour management strategies• Initiative and self-management skills• Proficiency in MS Office Applications• Positive attitude, enthusiastic and upbeat personality• Valid First Aid/CPR Level C is an asset• Have or willing to acquire valid Criminal Record and vulnerable sector search check• Other Language abilities is an asset• Commitment to the vision and values of IWS
EFFORT
<ul style="list-style-type: none">• May have multiple shifting priorities with frequent interruptions
WORKING CONDITIONS
<ul style="list-style-type: none">• May work in both an office environment and offsite at program locations• May travel within Saskatoon and Saskatchewan
HOURS OF WORK & SCHEDULE
<ul style="list-style-type: none">• 35 hours/week• Typically, 9 am to 4:30 pm, Monday to Friday• Contract Duration: June 5, 2023 – August 18
WAGE & BENEFITS
\$16/hour
CONTACT INFORMATION
APPLY TO
Please send your resume, cover letter and references, using the Position “Summer Student” as subject, to: The Human Resources/Operations Manager International Women of Saskatoon: careers@iwssaskatoon.org
APPLY BY
May 22, 2023
NOTE
We wish to advise that only those individuals who have been shortlisted for interviews will be contacted.

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