



INTERNATIONAL WOMEN OF SASKATOON (IWS)

**Job Title: Program Worker
Stakeholder Support**

Location: Saskatoon, SK

Program Description

In consultation with the admin & management team, the person in this position is primarily responsible for working in a multidisciplinary team in order to effectively facilitate the planning, implementation and monitoring of the organization's in-person and online stakeholder engagement activities designed to ensure compliance with funders' expectations for direct client services and enhanced community engagement and increased visibility of IWS as a brand.

Duties and Accountabilities

Communications & Marketing

- Be responsible for implementing customized media and public relations strategies to strengthen the organization's position and brand as a centralized settlement service centre in Saskatchewan
- Be responsible for the development of communication materials including key messages, FAQs, presentations, notices, new stories, storyboard, discussion guides, news releases/public service announcements, and advisories
- Maintain a database of national, provincial and local media contacts
- Collaborate with the Manager responsible for the Marketing Pillar vis-a-vis the 5 Year Strategic Plan to execute the approved strategic projects
- Work collaboratively with other agencies in order to promote IWS' programs and events
- Be responsible for the design and distribution of all the organization's print and promotional materials including program directory, posters, brochures, flyers, including monthly news bulletins distributed via mailchimp
- Be responsible for developing contents for and distributing four (4) Quarterly Newsletters specifically designed to highlight the performance reports on the mission of the organization in the first weeks of July, October, January & April
- Be responsible for preparing the AGM Report, liaising with managers for contents and photos
- Be responsible for coordinating all relevant materials (meeting minutes, membership directory), required for regular and timely communications with the general membership
- Be responsible for creating and promoting mission-relevant, dynamic, engaging and culturally sensitive social media contents for the organization's online platforms in order to drive increased engagement, followerships and popularity
- Monitor and respond to online reviews and social media comments in a timely and respectful manner
- Be responsible for developing, revamping, updating and publishing approved contents for IWS' website
- Foster relationships with traditional and social media influencers to strengthen the organization's visibility
- Be responsible for facilitating all communication and marketing support to the organization for all events



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Stakeholder(s) Outreach & Engagement

- Represent the organization's interest on select working groups/committees and deliver on activities to advance the interest of the organization in the groups, namely: Prairie Prism, Diversity Disco, and Refugee Committee
- Liaise with SAISIA Coordinators to provide approved IWS' data reports to support the working groups' activities
- Be responsible for facilitating such annual events as: WomenConnect/IWD, Annual General Meeting and September Open House
- Be responsible for facilitating all aspects of approved membership engagement activities
- Be responsible for liaising with partner SPOs and mainstream organization for IWS' participation in community events, tending to tables and booths at such events
- Be responsible for collaborating with the SDCC Assistant Manager to mobilize volunteer support for events
- Be responsible for mobilizing and transporting supplies and equipment to and from event locations
- Maintain a record of meeting minutes and report on results of consultations and engagement
- Research and facilitate the development of fundraisers, special appeals for end of year giving and donor stewardship
- Facilitate a minimum of 8 outreach and/or presentations per month, to various corporate and community partnerships including community associations and ethno-cultural groups for the purpose of promoting IWS' brand. This will include in-person and/or online outreach visits to local partners in Regina for at least two times per year.

Resource Development

- Maintain a monthly tracking report on emerging sector issues, trends, approaches and promising practices
- Develop a database of community stakeholder and potential donors
- Be responsible for facilitating funding applications and reporting to the City of Saskatoon for the Fit4Life Program

Required Qualifications

Education

- An undergraduate University Degree in Marketing, Business, Communication, or a related field.

Experience

- Minimum 2 years of experience in stakeholder management or customer support roles.
- Minimum 1 year of working directly with newcomers in the settlement sector in Saskatoon or Regina.

Skills

- Excellent digital literacy skills including: Microsoft Office suite and G Suite; experience using client tracking software; minimum typing speed of 40 words per minute.
- Professional verbal and written communication skills.
- English language proficiency: minimum overall score of CLB level 9 or IELTS 7.



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- Ability to multi-task, work under pressure, and handle a heavy workload.
- Ability to work independently and in cooperation/collaboration internally with staff and externally with other agencies.
- Demonstration of cultural competency to work effectively and respectfully with people from different cultures and diverse backgrounds, including consideration of how social, historical contexts and imbalance of power have impacted people's experiences.
- Assertive communication style, positive attitude, enthusiastic and upbeat/outgoing personality

Other Requirements

- Criminal Record Check with Vulnerable Sector Check obtained in the last 6 months: Required
- Class 5 Driver's License and Clean Driver's Abstract: Required
- Access to Personal Vehicle for Work Related Travels: Required
- Copies of Education Certificates: Required
- Credential Verification: May be Required
- Proof of Language Ability: Required if education was completed outside of Canada (IELTS, or CELPIP, or CLB-PT)

Details:

Program/Department: Operations

Title of Immediate Supervisor: Human Resources and Operations Manager

Hours of work and schedule: 35/hours per week; typically, Tuesday to Saturday 9:30am-5:00pm. May be required to work a flexible schedule that prioritizes clients' needs and capabilities, includes evenings and weekends as required.

Scope: In scope

Wage/Salary: Negotiable

Employment Status: In scope

Contract Expiry Date: March 31, 2024

Work Location: mainly in-office but some travel is required.

Application Process: Email cover letter, resume, two direct supervisor references and one-character reference. Use the job title as the subject of the e-mail. We wish to advise that only those candidates who have been selected for an interview will be contacted. Apply by January 8, 2024.

Application contact information: Human Resources/Operations Manager, International Women of Saskatoon, careers@iwssaskatoon.org