



INTERNAL/EXTERNAL JOB POSTING

Position: Community Outreach Coordinator (Employment)

Position type: Full-time (35 hours per week), June 2024- March 31, 2025, with the possibility of extension

Salary: \$ 57,185 per year, plus a comprehensive benefits package including health, dental, and RRSP

Reports to: IWSO Executive Director

Application Deadline: **May 20, 2024**

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women. IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Position Summary

In partnership with World Skills Employment Centre, the main role of this position is to work within the community to facilitate the referrals of newcomer women to employment services.

Main Duties & Responsibilities

- Promote the program to all immigrant women services networks and community organizations.
- Deliver orientation and information sessions individually and to groups of immigrant women to provide information on the program.
- Plan, organize, and implement community involvement initiatives to raise awareness about the program.

- Attend community/stakeholder meetings to promote the program and to provide updates.
- Maintain a pipeline of candidates to fill the program spots and meet program targets.
- Use social media to promote the program and to provide updates about upcoming workshops, guest speaker events, and other opportunities.
- Contact potential program candidates.
- Facilitate the intake, assessment, and referral process of clients as needed.
- Enter and maintain information (referrals, notes, outreach activities, etc.), document client interventions in database and generate reports according to program needs.
- Create a distribution list to connect with community partners/stakeholders and clients by email.
- Develop and maintain a Digital Library of resources.
- Provide weekly/monthly/quarterly reports as required.
- Work collaboratively with the program team to identify best practices and challenges in recruiting candidates for the program.
- Attend staff meetings, team meetings, and other external meetings as required and share best practices in the program.
- Perform other duties as required by the organization.

Qualifications

- University Degree in related field and 2-5 years of experience in community outreach and the management of stakeholder relationships.
- Thorough understanding of the employment laws of Canada, barriers that newcomer women face, and how to support the integration of newcomers in the labour market.
- Advanced skills in communication, writing, Microsoft Office.
- Experience using databases, computer software, and other virtual video-conferencing platforms.
- Strong competencies in organizing, filing, and analyzing information.
- Able to work independently and be results-driven.
- Able to work under pressure, establish priorities, and deal with tight timelines.
- Communicate effectively (verbal and written) and have excellent interpersonal and intercultural skills.
- Experience in working with newcomers, women, and immigrants.
- Experience in using and leveraging social media.
- English required, intermediate level French will be considered an asset.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, **May 20, 2024, 6:00 pm** to: Search Committee: Community Outreach Coordinator (Employment) Position, Immigrant Women Services Ottawa. Email: infomail@iwsoc.ca

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

Please note that ONLY those selected for an interview will be contacted.