



INTERNAL/EXTERNAL JOB POSTING

Position: Project Manager, “Let Your Voice Count: Immigrant & Racialized Women Leadership For Systemic Change ” project

Job Type: Full time (35 hours/week), December 2021-March 31, 2024

Reports to: IWSO Executive Director

Salary: **\$52,780** plus a comprehensive benefits package including health, dental, RRSP and generous leave entitlements

Application deadline: **November 22, 2021**

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.

Project Summary

Immigrant and racialized women have been disproportionately affected by the pandemic which has laid bare the unequal burdens placed on them. There is a need to build leadership capacities at different levels among immigrant and racialized women so that their voices are at the decision-making tables and that they are part of the discussions. “Let Your Voice Count: Immigrant & Racialized Women Leadership For Systemic Change ” project aims to build the leadership capacity of immigrants and racialized women by developing and implementing leadership training and providing mentorship and placement opportunities to increase the active participation of immigrant and racialized women in the community and public life.

Main Responsibilities

- Prepare the project’s operational plan in great detail.
- Conduct needs assessment including scoping review of the literature.
- Design and coordinate leadership development training workshops in both knowledge (e.g. Canadian Political System, how policies are formulated etc.) and skills building and personal empowerment (e.g. Self-esteem, confidence building, public speaking, lobbying, and advocacy, etc.)
- Develop and provide community engagement training.

- Promote and raise awareness about women's rights and build leadership capacities
- Engage women and/or girls with lived experience to influence pandemic recovery responses.
- Coordinate mentorship opportunities for immigrant and racialized women at various sectoral tables with community partners for the building of practical leadership skills, tools, networking opportunities, and connections.
- Coordinate placement opportunities for trained leaders to participate at decision-making tables across sectors to further develop their skills for effective leadership and active and meaningful participation.
- Develop promotional materials, and use social media to promote the program, and provide updates about upcoming workshops, guest speaker events, and other opportunities.
- Prepare weekly/monthly/yearly reports as required.
- Perform any other tasks related to the position as required.

Qualifications

- Post-secondary degree in Social Work, other relevant Social Sciences, or equivalent experience.
- Excellent project management, administrative, time management, communication, partnership building, and interpersonal skills.
- Experience in designing and conducting training, seminars/workshops.
- 2-5 years of experience in project planning, coordination, and evaluation.
- Knowledge of issues affecting refugee, immigrant, and racialized women.
- Excellent interpersonal, verbal & written communication, and problem-solving skills.
- Ability to work both independently with minimal supervision and collaboratively within a team environment.
- Proven ability to work within a multi-cultural and multi-disciplinary team.
- Police Record Check for Vulnerable Sector is required as part of the hiring process.
- Knowledge and experience in computer applications and database software.
- Legally entitled to work in Canada.
- Fluency in written and spoken English is necessary, any additional languages are an asset.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, **November 22, 2021, 6:00 pm** to:

Search Committee: **Project Manager** Position, Immigrant Women Services Ottawa;

Email: infomail@immigrantwomenservices.com

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.