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170 Scott Street  
Winnipeg, MB  
R3L 0L3



## Job Posting Newcomer Program Coordinator

**Job Title:** Newcomer Program Coordinator

**Title of Immediate Supervisor:** Executive Director

**Title of Direct Reports:** None

The Rainbow Resource Centre provides support, education, and resources to foster a proud, resilient, and diverse LGBT2SQ+ community.

### Position Mandate:

The Newcomer Program Coordinator coordinates education and support programming related to LGBT2SQ+ newcomers. The Newcomer Program Coordinator provides support to relevant social support and settlement programs. The coordinator provides education and consultation to LGBT2SQ+ and settlement sector service providers.

### Primary Accountabilities

- In consultation with the Executive Director and LGBT2SQ+ Settlement Worker contribute to program development through ongoing assessment, planning, implementation, and evaluation. This includes identifying gaps in services and creatively working with the team to meet these needs.
- Develop and provide training on LGBT2SQ+ competency to newcomer serving agencies and training on serving newcomers to LGBT2SQ+ organizations
- Create Manitoba-specific resources for LGBT2SQ+ newcomers and settlement organizations
- Collaborate with the LGBT2SQ+ Settlement Worker to provide support and access to settlement services at Like That @ Sunshine House and New Pride of Winnipeg
- Coordinate services between Sunshine House, Rainbow Resource Centre, and other newcomer serving agencies
- In consultation with the LGBT2SQ+ Settlement Worker, develop and deliver LGBT2SQ+ specific settlement orientation sessions or mentorship opportunities
- Coordinate interpreter trainings for LGBT2SQ+ Newcomers
- Network with community stakeholders and attend meetings in the community on behalf of the Centre and the newcomer program

- Maintain accurate records of program activities, participant files, statistical data and report monthly on all activity

#### **General Accountabilities**

- Track and report workshop and consultation statistics including number of trainings, consultations, and workshop participants
- In consultation with management, develop and implement a work plan and evaluation plan
- With supervision from Management Team, participate in management of program budget, including budget planning and development, and tracking expenditures
- Complete relevant administrative functions and documentation (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts)
- Actively participate in relevant meetings, projects, forums, and community committees
- Collaborate with, and/or assist other RRC program coordinators with special events and programming including but not limited to International Day Against Homophobia, Day of Silence, Sexual Health Awareness Week, and Pride
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines
- Other related duties as assigned by, and negotiated with, management

#### **Education**

Post-secondary education or a combination of relevant experience in a related field such as education, social sciences, or community development.

#### **Knowledge, Skills and Relative Experience**

- Demonstrated skills as a facilitator, public speaker, and educator
- Experience in planning and facilitating educational workshops
- Knowledge of adult education principles and practices
- Must be comfortable working effectively cross-culturally
- Additional language spoken, particularly languages represented in the LGBT2SQ+ newcomer community (e.g. Arabic, French, Hausa, Hindi, Mandarin, Persian, Punjabi, Somali, Spanish, Swahili, Twi, etc.), is an asset
- Demonstrate a complex understanding of LGBT2SQ+ newcomer realities
- Demonstrate a complex understanding of LGBT2SQ+ communities and concerns
- Able to work in a multi-disciplinary team setting
- Demonstrated understanding of program planning and evaluation

- Excellent communication, conflict resolution, and interpersonal skills
- Demonstrated awareness of settlement resources and appropriate LGBT2SQ+ friendly referrals
- Demonstrated understanding of anti-oppressive practice and various forms of oppression including, but not limited to, racism, sexism, xenophobia, heterosexism, and homophobia
- Organization and detail management skills are essential, along with the ability to manage multiple priorities
- Self-motivated, able to work with minimal supervision
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, and Outlook
- Physically capable of performing duties related to position
- Must complete Criminal Record and Child Abuse Registry checks
- Experience working in a non-profit setting an asset
- Must be legally entitled to work in Canada

**Working Conditions:** Centre staff hours are generally Monday through Friday from 9:30am to 5:00pm. This position provides support to Like That @ Sunshine House most Monday and Wednesday evenings and New Pride of Winnipeg two Friday evenings per month. Must be willing to work flexible hours to accommodate evening, weekend, and on call hours required for programming. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to a health, dental, and employee assistance plan benefits.

**Salary:** \$37 898 - \$39 998.25 per year.

The RRC is an equity-seeking employer; however, we encourage applications from newcomers, people of colour, ethnic minorities, and persons with disabilities who identify as a part of the LGBT2SQ+ community.

Please submit cover letter and resume to the attention of

Mike Tutthill, Executive Director  
Rainbow Resource Centre  
170 Scott Street  
Winnipeg, MB R3L 0L3

[miket@rainbowresourcecentre.org](mailto:miket@rainbowresourcecentre.org)

**Application Deadline:** 5:00pm, March 13, 2018