



Ethnic and Cultural Program Coordinator—position with the Ethnocultural Council of Manitoba-Stronger Together Inc. (ECCM). This is a year full Term Position with salaries range from \$16 to \$19 per hour and for 35 hours a week. No, guarantee for a renewal. **Closing Date for the application is April 20, 2021 at 6:00 pm.**

The Ethnocultural Council of Manitoba is a shared space, where diverse ethnic communities come together to provide an empowering platform and collective voice with equal representation for immigrant, refugees and visible minorities working to make Manitoba a welcoming and inclusive province. The Ethnocultural Council of Manitoba strives to empower, inspire, mobilise and support Ethnocultural communities in Manitoba; working together to:

- Resolve common issues
 - Support economic and cultural integration
 - Build a stronger collective voice and influence policy makers
 - Enrich our multicultural society and live peacefully
- The potential candidates for this position must be familiar with the work of Ethnocultural Community organizations and groups.

We are interested in individuals who believe in the vision of the ECCM and the contribution of Ethnocultural Community Organizations to the settlement and integration of newcomers.

Qualifications:

- Post-Secondary education or university degree in Community Development, Business Administration, Social Work or other related education qualifications.
- Experience in writing briefings and policy papers/positions
- Cultural humility and experience working with Ethnocultural communities and community organizations.
- An in-depth understanding of the political dynamics of Ethnocultural community groups and organizations.
- Demonstrated ability to analyse and understand social, cultural, economic and intersectionality facing immigrants, refugees, visible minorities and Ethnocultural groups

- Able to follow current issues and political decisions affecting immigrants and refugees at all levels of government.
- Critical thinking and research skills.
- Experienced public speaking skills and strong verbal and written communication skills
- Strong organizational skills
- A team player
- Strong interpersonal skills with the ability to work successfully with stakeholders.
- Demonstrated ability to work independently and engage in problem solving with limited supervision
- Experience using Microsoft Office (Word, Excel, Outlook and PowerPoint) Desired qualifications:
- An individual with comprehensive knowledge of public systems, community networks and political dynamic of Ethnocultural community organizations, immigration and settlement issues.
- Maintained positive attitude and flexibility
- Flexible to work on the weekends and in the evening hours.

Duties:

- Promote the important role of ECCM in the settlement and integration of immigrants and refugees
- Manage ECCM files,
- Prepare payrolls
- Manage and update the ECCM website and social media accounts
- Assist with proposals and reports writings
- Recruits Ethnocultural Communities to join the Council
- Coordinate the Board meetings and take minutes
- Promote the ECCM work with all organizations specifically women servicing organizations
- Assist and support ECCM Committees to:
 - Organize Ethnocultural Women Multicultural event
 - Organize Multiculturalism Day Celebration
 - Organize Stronger Together Dinner Event
 - Coordinate and organize activities for marginalized groups within Ethnocultural groups
 - Support the Multipurpose Community Centre initiative
 - Lead policy and Antiracism campaigns
- Work closely and maintain close working relationship with Immigration Partnership Winnipeg, Social Planning Council of Winnipeg and Aurora Family Therapy Centre
- Work closely with Manitoba Association of Newcomer Serving Organizations (MANSO) and other stakeholders and establish stronger collaborative relationships with the settlement sector
- Prepare briefings and presentation materials for the Board Co-Chairs

- Conduct research on issues related to the work of Ethnocultural community organizations.
- Work with and organize training for various Ethnocultural Leaders
- Coordinate all the ECCM programs
- Assign other duties

Send your Resume and Cover Letter to Reuben Garang at the rgarang@spcw.mb.ca