



The Newcomer Education Coalition is pleased to invite applications for the following position:

Position Title: Newcomer Education Coalition (NEC) Coordinator

Position Type: Full-time, 35 hours/week, until Mar 31st 2023

Hours of Work: Monday – Friday, daytime and evenings

Partner Organizations: Social Planning Council of Winnipeg (SPCW) Immigration Partnership Winnipeg (IPW), and Community Education Development Association-Winnipeg (CEDA).

Social Planning Council of Winnipeg and Immigration Partnership Winnipeg in partnership with the Newcomer Education Coalition is seeking an experienced and qualified individual for the ***Newcomer Education Coalition Coordinator***. The Newcomer Education Coalition (NEC) is a coalition of partner organizations and ethno-cultural community leaders who work to support newcomer children, youth and their families and who are committed to addressing educational gaps among newcomer children and youth in Winnipeg schools. Responsible for coordinating multi-sectoral stakeholders, NEC works to create welcoming, inclusive, and equitable educational environments for newcomer learners where all students are respected and can have the opportunity to flourish and achieve their social and educational goals in a culturally proficient, safe, and supportive school environment. The Coordinator will oversee the delivery of NEC's 6 key priorities through a variety of programming and outreach in liaison with our various stakeholders and partners.

Main Job Responsibilities include:

Programming:

- Plan and coordinate consultations with newcomer youth and parents/caregivers to identify systemic changes (positive or negative) in relation to NEC's priority areas and to identify emergent issues or challenges.
- Plan and coordinate forums for stakeholders (with relevant government departments, school division leads, educators, community groups) to focus on and further the dialogue and action around a specified NEC key priority area.
- Conduct or arrange presentations to mainstream education groups (Manitoba Teacher's Society, Manitoba Association of School Superintendents, Manitoba School Boards and School Divisions) in order to build awareness of newcomer student issues and challenges within the school system.
- Seek partnership opportunities with post-secondary institutions (university professors, graduate students etc.) in order to conduct research on equity in the education system and the development of the "Racialized Newcomer Teacher Transition Support Initiative."

Administration:

- Coordinating regular NEC meetings including any sub-committee or working group meetings, this includes preparing meeting agendas, setting the location of meetings and ensuring the detailed minutes are taken at each meeting which will then be distributed to Coalition members afterward.
- Ensuring that strategic partners and key stakeholders are recruited as Coalition members.
- Coordinating outreach to youth, service providers, parents, school authorities, key government departments and key partners in the community.
- Conduct outreach in collaboration with coalition Chairperson to key decision-makers in order to advocate for policy changes in the education system that align with NEC's key priority areas.
- Supporting and coordinating research activities carried out by the Coalition.
- Managing the budget, reporting to funders, and ensuring the dissemination of information to all Coalition members and appropriate community members.
- Support and coordinate activities related to addressing NEC's key priority areas.
- The Coordinator will flag emerging issues and coordinate appropriate action via NEC members.
- The Coordinator will compile monthly reports detailing the progress and extent of their work to be submitted to the NEC Chairperson and the NEC Advisory Committee.
- Create and maintain a strong social media and online presence for NEC.
- Ability to seek out funding opportunities and write proposals.
- Other duties as assigned by Immigration Partnership Winnipeg.

Skill Requirements:

- Bachelor's degree in a Social Sciences or an acceptable equivalent/combo of education and experience.
- Minimum 2 years of relevant combined volunteer or work experience.
- Demonstrates ability to work cross-culturally with people from diverse cultural and religious backgrounds.
- Demonstrates ability to work independently as well as in multi-disciplinary teams.
- Demonstrates ability to collect data and interpret into complete clear, concise and relevant reports.
- Able to establish and maintain effective working relationships with diverse individuals and cultures, school staff, students, families and community agencies.
- Understanding of the Manitoba Education System.
- Knowledge of community resources designed to support newcomer children, youth and families.
- Excellent understanding of settlement challenges and barriers that exist for newcomer youth and their families.
- Excellent communication (oral and written) and organizational skills, with the ability to facilitate group discussions and forums.
- Able to work under pressure in fast paced environment.
- Able to operate in accordance with the policies, guidelines, and protocols of both SPCW/IPW and NEC as well as other partner organizations and stakeholders.
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint).

Assets:

- Able to work from a Trauma Informed Perspective

- Understanding of the refugee experience and the impact of war and conflict on children, youth, families and communities
- Additional languages other than English

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability, by **Friday, November 4th @ 4:00 p.m.** to:

Attention: Kathleen Vyrauen
via email at: kvyrauen@spcw.mb.ca

The Newcomer Education Coalition encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for an interview will be contacted.