

Outreach Coordinator, Recognition Counts Program

Full Time, Permanent

SEED Winnipeg is seeking a dedicated professional to work as an Outreach Coordinator for the Recognition Counts (RC) loan program for skilled immigrants. The Outreach Coordinator will be responsible for raising program awareness, implementing a program outreach plan, cultivating and maintaining relationships within the settlement sector, and identifying trends and opportunities within Manitoba related to newcomers seeking credential recognition.

About SEED

SEED Winnipeg envisions a world where opportunities exist for all people and communities to realize their hopes. Our mission is to build strong communities and increase opportunities for people through financial empowerment programs and services.

What We Offer

You will have the opportunity to work in a participatory and collaborative work environment. You will be able to apply your skills to advance SEED's mission of enhancing economic opportunities for Manitobans living on low levels of income. SEED provides comprehensive benefits, progressive personnel policies, opportunities for paid professional development, and encourages all staff to have a healthy work-life balance. The salary range for this position is \$43,611– \$68,611. The starting salary will be commensurate with qualifications and experience.

Responsibilities

As an Outreach Coordinator, you will:

- Coordinate and implement Recognition Counts outreach activities, such as promoting programs on social media and delivering outreach materials
- Support the development and implementation of the outreach plan for Recognition Counts, as well as broader outreach activities for the Business Development Services (BDS) department
- Facilitate information sessions for target populations
- Provide information to potential clients about the Recognition Counts program, including the referral process, loan details, terms and interest rates, and the documentation needed to be considered for a loan
- Prepare quarterly written and statistical reports
- Maintain the credibility of the programs in the community
- Set and evaluate measurable goals to make necessary program improvements
- Support the program team in meeting project targets

Qualifications

Successful candidates will have:

- At minimum, a college diploma in business, outreach, communications or related discipline and work experience in outreach
- An understanding of issues facing immigrant populations, through personal or work experience, particularly in the area of international qualifications recognition for various industries
- Excellent communication skills
- Strong facilitation skills
- Experience developing outreach and communication materials
- Excellent conflict management skills
- Robust social media skills
- Good working relationships with community organizations that serve newcomers and strong knowledge of the settlement sector
- Well organized and able to prioritize multiple tasks and projects with competing demands on time
- Robust computer and technology skills (all Microsoft platforms, including Excel, SharePoint, Outlook, Teams, as well as Zoom and graphic design tools)
- Knowledge of financial empowerment and Community Economic Development is an asset
- Knowledge of Indigenous issues and the ongoing impacts of colonization
- Ability to work independently and as part of a collaborative team in a non-profit participatory management environment
- Ability to speak a language other than English is an asset
- Ability to work evenings and weekends on occasion

To Apply

SEED Winnipeg has a comprehensive diversity statement and is an equal opportunity employer. For this position we particularly value individuals who have the lived experience of immigrating to Canada (including individuals from refugee backgrounds). We also value the lived experience of individuals with direct knowledge of living on a low level of income. We encourage candidates to self-identify in their cover letters.

Applicants should send a cover letter and resume by Wednesday May 22nd 2024 to info@seedwinnipeg.ca (Attention: Selection Committee, note Outreach Coordinator in subject line). Applicants should provide detail on how they meet the criteria for this position in their cover letter and resume.

While SEED appreciates all applications, only applicants selected for an interview will be contacted. For more information about SEED, visit www.seedwinnipeg.ca.