



INTERNAL/EXTERNAL JOB POSTING

Position: Community Outreach Coordinator (Employment)

Position type: Part-time (28 hours per week), June 2025- June 30, 2026

Salary: \$31.30 per hour, plus a comprehensive benefits package including health, dental, and RRSP

Reports to: IWSO Executive Director

Application Deadline: **May 23, 2025**

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.

Position Summary

In partnership with World Skills Employment Centre, the main role of this position is to work within the community to facilitate the referrals of newcomer women to employment services.

Main Duties & Responsibilities

- Promote the program to immigrant women service networks and community organizations.
- Deliver orientation and information sessions individually and to groups of immigrant and racialized women to provide information on the program.
- Plan, organize, and implement community involvement initiatives to raise awareness about the program.
- Attend community/stakeholder meetings to promote the program and to provide updates.
- Maintain a pipeline of candidates to fill the program spots and meet program targets.
- Use social media to increase visibility, promote the program, and provide updates about upcoming workshops, guest speaker events, and other opportunities.
- Develop and execute engaging outreach and promotional content using design tools such as Canva.
- Contact potential program candidates.
- Facilitate the intake, assessment, and referral process of clients as needed.

- Accurately enter and maintain client information, including referrals, case notes, and outreach activities, in the program database.
- Create a distribution list to connect with community partners/stakeholders and clients by email.
- Develop and maintain a Digital Library of resources.
- Provide weekly/monthly/quarterly reports as required.
- Work collaboratively with the program team to identify best practices and challenges in recruiting candidates for the program.
- Attend staff meetings, team meetings, and other external meetings as required and share best practices in the program.
- Perform other duties as required by the organization.

Qualifications

- A university degree in a relevant field, with 2–5 years of experience in community outreach and stakeholder relationship management.
- In-depth understanding of the challenges faced by newcomers and racialized women, and a demonstrated ability to support their integration into the labour market.
- Excellent communication skills, both written and verbal.
- Experience creating outreach and promotional materials using platforms such as Canva or similar design tools.
- Experience working with databases, digital tools, and virtual meeting platforms (e.g., Zoom, Microsoft Teams).
- Strong organizational skills with the ability to manage, file, and analyze information efficiently.
- Self-motivated and results-oriented, with the ability to work independently.
- Exceptional interpersonal and intercultural communication skills.
- Experience in working with immigrant and racialized women.
- Proficiency in leveraging social media for outreach or engagement purposes.
- Fluency in written and spoken English is necessary; any additional languages are an asset.
- Legally eligible to work in Canada.
- Must possess a reliable car and hold a G Driver's License.

Application Process

Qualified candidates are invited to submit a cover letter and résumé by **May 23, 2025, 6:00 pm** to: Search Committee: Community Outreach Coordinator (Employment) Position, Immigrant Women Services Ottawa. Email: infomail@iwsoc.ca

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. Please note that ONLY those selected for an interview will be contacted.