



INTERNAL / EXTERNAL JOB POSTING

Position: Mentoring Project Lead - From Survivor to Thrive Project

Job Type: Full-time (35 hours/week), Hybrid, May 2025- March 2027

Reports to: IWSO Executive Director

Salary: \$32/hr. plus a comprehensive benefits package including health, dental, and RRSP

Application Deadline: May 12, 2025

About IWSO

Immigrant Women Services of 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.

About the "From Survivor to Thrive" Project

"From Survivor to Thrive" is a new, transformative initiative by IWSO that supports immigrant and racialized women survivors of violence in their journey toward healing, empowerment, and financial independence. The project will help survivors overcome isolation, develop leadership and employment skills, and achieve greater self-sufficiency through a structured mentoring program, personalized outreach, and skill-building workshops. The project will be delivered in collaboration with World Skills Employment Centre, a trusted leader in employment services for newcomers. World Skills will provide employment readiness workshops, skills enhancement activities, and employer engagement support.

Position Summary

The Project Lead will oversee and monitor all activities under this initiative, including components delivered by IWSO (mentoring, outreach, and participant support) as well as employment readiness activities provided by World Skills Employment Specialists, ensuring overall program success and cohesion.

Main Responsibilities

- Lead and manage all phases of the "From Survivor to Thrive" mentoring project.

- Recruit, train, and match mentors and mentees.
- Supervise the Outreach & Engagement Specialist and Project Assistant.
- Oversee coordination with the World Skills Employment Centre to ensure seamless service delivery for participants.
- Monitor project milestones, prepare regular reports, and ensure funder compliance.
- Build and maintain partnerships with community organizations and employers.
- Represent the project at external meetings, collaborations, and community events.
- Apply trauma-informed, culturally safe, and survivor-centered practices across all activities.

Qualifications

- Post-secondary education in social services, community development, or related fields.
- Minimum 3+ years of experience leading community-based programs, preferably with immigrant, newcomer, or survivor populations.
- Project management, leadership, and mentoring experience.
- In-depth knowledge of gender-based violence, trauma-informed practices, and culturally humble approaches.
- Knowledge of issues affecting refugee, immigrant, and racialized women.
- Strong relationship-building, advocacy, and communication skills.
- Experience in conducting training seminars and workshops will be an asset.
- Excellent interpersonal, verbal, written communication, and problem-solving skills.
- Proven ability to work within a multicultural and multi-disciplinary team.
- Police Record Check for Vulnerable Sector is required as part of the hiring process.
- Excellent organizational and time management skills.
- Knowledge and experience in computer applications and database software.
- Commitment to survivor-centered, anti-oppressive principles.
- 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 (one file) by **May 12, 2025, 6:00 pm to:**

Search Committee: Mentoring Project Lead Position - From Survivor to Thrive Project, 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.