



INTERNAL / EXTERNAL JOB POSTING

Position: Mentoring Project Assistant - From Survivor to Thrive Project

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

Reports to: Mentoring Project Lead

Salary: \$26.72/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 Assistant will play a key role in supporting the day-to-day implementation of the mentoring program activities for the "From Survivor to Thrive" project. Responsibilities include assisting with administrative duties, facilitating participant engagement, and coordinating events to ensure smooth and effective program delivery.

Main Responsibilities

- Assist with mentor and mentee recruitment, matching, and provide ongoing support.
- Coordinate workshops, orientation sessions, and mentorship meetings.
- Support data collection, attendance tracking, and project reporting.

- Prepare project communication materials and updates for participants.
- Apply trauma-informed and survivor-centered approaches to all project activities.

Qualifications

- Post-secondary education in social services, community development, or related fields.
- Knowledge of different types of abuse, domestic violence, war trauma, workplace violence, and human trafficking.
- Knowledge of issues affecting refugee, immigrant, and racialized women.
- Experience in program or administrative support roles.
- Understanding of trauma-informed care and working with survivors of violence.
- Ability to maintain confidentiality and practice cultural humility in all interactions.
- 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, time management, and attention-to-detail 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.

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 Assistant - From Survivor to Thriver 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.