



JOB DESCRIPTION ASSOCIATE COORDINATOR – NEWCOMERS CONNECT PROGRAM

Title: Associate Coordinator

Department: Community Programs

Reports to: Newcomers Connect Program Coordinator

Job Classification: Regular, Full Time, Non-management/Exempt/Hourly; position ending August 30th, 2019

Salary: \$15.85/hr Approximately 30 hours/week

*****To be eligible for this position, you MUST be unemployed and be on a current Employment Insurance claim, or have established a claim within the last 5 years (including maternity or parental benefits), be eligible under “premium paid eligibility”. This is non-negotiable. Please contact Nova Scotia Works to inquire about your eligibility status if you are unsure.***

YWCA Halifax is a progressive, multi-service, not-for-profit organization dedicated to improving the lives of women, girls and their families at critical turning points in their lives. We work to transform lives by providing a continuum of services and programs that drive lasting positive change. We strive to change the underlying issues that are root causes of inequality, violence, poverty, and homelessness.

YWCA Halifax is seeking an Associate Coordinator to join our growing Community Programs team. Reporting to the Program Coordinator of Newcomers Connect, the Associate Coordinator will be responsible for assisting the Program Coordinator to deliver the Newcomers Connect Program, which aims to help newcomer refugee women practice English skills outside of the formal classroom setting while increasing confidence and communication skills.

You will collaborate with the team to:

- develop and deliver workshops on a wide variety of topics, with a focus on English-language skill building
- recruit participants through various outreach methods, often involving having friendly conversations with people in the community to inform them of this wonderful program
- participate in child minding duties onsite, helping to keep participant’s children engaged so moms can focus on that days workshop

Skills and experience you have:

- strong facilitation and communication skills are key
- curriculum or workshop development experience
- experience working with young children and/or newcomer communities
- familiarity with relevant community resources
- second-language proficiency
- good level of computer literacy

Must have First Aid with Infant CPR Level-C and clear criminal record and child abuse registry checks.

You would mainly work in a community-based environment (Killam Properties) and will usually work a standard work week with hours, but may be required to work some evenings and weekends to meet program milestones, deadlines, or deliver programs/services. May be required to lift program supplies on occasion of up to ten pounds. A valid driver’s license and access to a reliable vehicle are assets.

If interested, please send your cover letter and resume to jobs@ywcahalifax.com, Attn: Lindsey MacIsaac. YWCA Halifax is committed to diversity and we welcome all suitably qualified applicants from all backgrounds to apply. We thank all candidates for their interest, however only those eligible under the Job Creation Partnership guidelines (as stated above), and selected for an interview, will be contacted. Applications will be accepted on an ongoing basis until suitable candidates are found. No phone calls please.