



Position Title: Program Coordinator – Visions and Voices

Position Details

- Half-Time – 18.75 -22.5 hours weekly
- Mondays to Friday
- Primarily daytime hours, some evenings based on program needs
- Hourly wage between \$21.30-23.97
- There will be a three-month probationary period

About Us

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

The Position

The Program Coordinator will report to the Touchstone Program manager while providing supports to the Visions and Voices program. Visions and Voices is a speaker's bureau comprised of adults with FASD who share their personal stories to a wide variety of audiences, providing education and advocacy. The Program Coordinator's focus is on arranging and overseeing the speaker's bureau engagements, relevant invoicing, community networking and mentor presenters.

What you will do

- Build and maintain relationships with Visions and Voices presenters and community networks and partners.
- Train and provide ongoing supports for Visions and Voices presenters, meeting with presenters as necessary.
- Coordinate speaking engagement calendar, booking and arranging details such as transportation
- Facilitate all Visions and Voices presentations.
- Assist with the Visions and Voices budget and reports to funders and IJC Teams.
- Ensure relevant invoicing is complete.
- Network with community member groups, education groups and professionals who want to hire professional speakers with FASD.
- Participate on the board of directors of the Manitoba FASD Coalition.

- Other duties as assigned.

Qualifications

Required

- Excellent customer service skills with the ability to meet operational expectations while providing effective service.
- Excellent verbal communication skills with the ability to articulate in a clear and effective manner, including in a public-speaking setting.
- Excellent written communication skills with the ability to draft correspondence in a clear and effective manner.
- Strong networking skills.
- Strong desire to work with people with FASD.
- Valid Class 5 driver's license and driver's abstract.
- Intermediate computer skills including Microsoft Office.

Assets

- Three years or more of post-secondary education in a related social services field or the equivalent in work experience.
- Understanding of the issues and challenges associated with FASD.

Conditions of Employment

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Satisfactory Criminal Record Check including Vulnerable Sector Search.
- Satisfactory Adult and Child Abuse Record Checks.

Benefits Include

- IJC group benefits package after the probation period if working full-time.
- Employee and Family Assistance Services.
- Paid Sick Leave.

Location – 1335 Erin Street, Winnipeg, MB, R3E 2S6, with travel to speaking engagements as required

How To Apply

Submit your application to resumes@initiativesjc.org, with **Program Coordinator – Visions and Voices** in the email title.

Applications will be accepted until position is filled.



Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all applicants for their interest, but only those selected for an interview will be contacted.