



INTERNATIONAL WOMEN OF SASKATOON (IWS)

JOB TITLE:
Bi-Lingual Operations & Systems Coordinator
TITLE OF IMMEDIATE SUPERVISOR:
Executive Director
TITLE OF DIRECT REPORTS:
NONE
JOB CLASSIFICATION AND STATUS:
Term Contract & Out of scope
ORGANIZATIONAL PROFILE:
The International Women of Saskatoon (IWS) is a grassroots women's Organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/immigrant/refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
PURPOSE AND NATURE OF POSITION:
The Bi-Lingual Operations & Systems Coordinator is primarily responsible for supporting the organization's Province-wide capacity development initiatives in the areas of: coordinating Bi-lingual communications in English and French , Stakeholder/Member Outreach, Systems & Access Control, Database & Website management, Occupational Health & Safety Compliance, Development of tools, Resource Coordination, Branding and Social Media marketing.
TASK DESCRIPTION:
Operations <ul style="list-style-type: none">• Coordinate timely and accurate development and distribution of all internal and external communications including news releases, memos, and promotional materials, in English and French, to appropriate stakeholders.• Be responsible for keeping current on settlement issues, trends and practices by using multiple strategies to collate, analyze and provide monthly reports on : client demographics, outputs, outcomes, community concerns and service gaps• Support the management team to foster new collaborative partnerships with the Francophone organizations in the Province including facilitating enhanced access to IRCC funded programs within the organization for Francophone clients• Develop stakeholder engagement strategies and work plans that will facilitate enhanced client recruitment, experience, outcomes and collective impact• In consultation with the ED, liaise with media organizations to identify and foster partnership opportunities aimed at advancing the objectives of the organization as a centralized hub for accessing information for IRCC funded programs & services• Act as the organization's liaison for the purposes of collating, analyzing and sharing data with SAISIA working groups• In consultation with the management team, develop and implement multiple strategies that support frameworks for activity monitoring, client follow-ups and program evaluations



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- Coordinate all activities, including committee meetings, documentations, OHS investigations, employee concerns, reporting and external liaisons, relating to Occupational Health & Safety issues in Saskatoon and Regina to ensure strict compliance with relevant policies and procedures
- Liaise with our Property Landlords and Independent service contractors, across the Province, in order to facilitate access to buildings and work orders for maintenance and repairs
- Coordinate employees' access to the organization's vehicle for direct client services, ensuring daily monitoring for technical checks, repairs and documentation of use
- Coordinate the development and distribution of updates, infographics, photos, stats and other narratives on the organization's social media platforms, namely: Facebook, Instagram, Twitter and YouTube.
- Coordinate the development of quarterly newsletters and other news bulletins to facilitate members' access to information on programs/services, members' meetings, public education and job opportunities
- Coordinate the development and hosting of annual special events, Annual and Special General Meetings of members
- Be responsible for compiling narratives and stat including designing AGM reports for the purpose of members meetings
- Coordinate the implementation of policies, procedures and all activities relating to service continuity plans including developing new community partnerships and plans to support effective transitions during emergency situations
- Act as the organization's Liaison for the purposes of timely and accurate communications with Insurance Providers and the Sask. Office on Information Services for Annual Return Filings for non-profit organizations
- Assist the Management team with identifying risks (active and potential) that would interfere with the organization's ability to remain compliant with funding agreements and regulations.

Systems and Access Control

- Be responsible for the Organization's compliance with ICARE requirements and end user training for staff
- Maintain records management/database systems designed to track and report on set expectations on the basis of the logic model for outcomes measurement
- Website Management: be responsible for updating contents, maintenance, facilitating regular improvements and timely liaisons with the Service Provider to avoid service disruption
- Be responsible for all inventory purchases and monitoring (capital equipment and non-capital office supplies), including coordinating employees' access to those resources, using approved systems and protocols
- Be responsible for coordinating effective communication and access to technical supports from such suppliers as: Sasktel, WBM Photocopier, Culligan Water, Securtek, iCare, Client Data Systems, and Website Service Providers
- Work collaboratively with staff teams to identify IT needs and coordinate access to the required solutions
- Be responsible for coordinating employees' access to internal systems



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- Work collaboratively with the Data mining team for effective data collection, analysis and reporting , using infographics and heat/service maps for reporting to IRCC, partners and other community stakeholders

Other Duties

- Act as the Note Taker during staff meetings and general admin days
- Support the Management team in developing annual operational plan, proving required reports prior to set deadlines
- Work collaboratively with other IWS team members to ensure the success of all new and existing programs
- Perform other tasks as may be assigned

MINIMUM COMPETENCIES/QUALIFICATIONS

- Strong English and French communication skills in reading, writing, listening and speaking in both languages
- University Bachelors degree in Media and Communications or a related degree
- Minimum IELTS 7.5 language level (equivalent of CLB 9)
- Access to a functional vehicle and ability to travel to Regina, for meetings if required
- Good understanding of the service structure and dynamics within the Sask. Settlement Sector with 2+ years experience
- Strong research, data analysis, and evaluation skills
- Excellent writing skills, proficiency in the use of computer and other office equipment
- Knowledge of existing community resources for newcomer populations
- Excellent interpersonal, communication, collaboration and organizational skills
- Proven accountability, resourcefulness, initiative, flexibility and professionalism
- Strong ability to work independently and cooperatively in a team-oriented, cross-cultural setting
- Familiarity with logistics for event planning and coordination, an asset
- Innovator: Works to understand, engage in, and implement change that will improve processes, practices and outcomes by being open to new ideas, thinking creatively and championing innovative ideas that use technology as a tool to enhance efficiency
- Influencer: Motivates others to embrace change that is supported by Organizational goals while supporting staff when changes occur
- Effective Communicator: Demonstrates the ability to communicate with clarity by listening to others, speaking effectively and preparing written communication in a clear and concise format; uses a method of communication that builds shared meaning through actions and responses to others
- Tech Savvy and the ability to create well crafted texts, especially headlines and subtitles, to draw a visitor's attention to IWS's content on Social media
- Patient, courteous and works well under pressure
- Superior flexibility and adaptability; demonstrated success working in a fast paced environment
- Self-starter, able to initiate and complete tasks, and to work both independently and as a member of a team
- Ability to handle stress and emergencies in a calm and effective manner



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<ul style="list-style-type: none">Valid Criminal Record Check/Vulnerable Sector Search
EFFORT
Will have multiple priorities with frequent interruptions
WORKING CONDITIONS
Will work in an Office environment
HOURS OF WORK AND SCHEDULE
<ul style="list-style-type: none">35 hours/weekTypically, 9am to 4:30pm Monday to Friday
WAGE
Negotiable
CONTRACT DURATION
May 11, 2020 – March 31, 2021
CONTACT INFORMATION
APPLY TO
Please send your resume and cover letter, using the Position “ Bi-Lingual Operations & Systems Coordinator ” as subject, to: The Human Resources/Policy Manager International Women of Saskatoon careers@iwssaskatoon.org
APPLY BY
Tuesday April 28, 2020 at 3pm
NOTE
We wish to advise that only those individuals who have been shortlisted for interviews will be contacted.



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