



IMMIGRANT WOMEN SERVICES OTTAWA

INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

MANAGER, SETTLEMENT & INTEGRATION SERVICES

(.8 FTE)

Immigrant Women Services Ottawa (IWSO), a community-based agency, providing services to immigrant women in the city of Ottawa, requires a **Manager** for Settlement and Integration Services.

Required Qualifications:

- A minimum of 3 years management experience;
- Experience in program development and implementation;
- Strong leadership and people management skills;
- Excellent interpersonal, communication (oral/written), supervisory and problem-solving skills;
- Excellent organizational skills and sound judgement;
- Strong writing skills, experience writing reports for funders would be an asset;
- Excellent group facilitation skills or at least 3 years of adult training experience;
- Knowledge and understanding of Settlement and Integration Issues , experience in employment counseling would be an asset;
- Ability to work in a diverse and multi-disciplinary environment;
- Demonstrated ability to assess priorities and assume responsibilities with minimum supervision;
- Post -secondary education or a combination of education and relevant experience;
- Proficiency in Word, Excel, Outlook, PowerPoint, Publisher, and Social Media Tools;
- Fluency in English, French and a third language would be an asset

Major Responsibilities:

- Overall management of the services.
- Preparing service reports and program plans
- Outreach and promotion of the services.
- Build on existing relationships and develop new relationships with potential stakeholders.
- Ensure proper data and records for the program are maintained.
- Prepare reports and funding applications.

Please submit your resume in confidence **by July 17, 2018** to:
Search Committee, Manager, Settlement & Integration Services
219 Argyle Avenue, Suite 400 Ottawa ON K2P 2H4
Fax: 613-729-9308
Email: infomail@immigrantwomenservices.com

Thank you for your interest, but only candidates selected for an interview will be contacted