



NROCRC

Community Resource Centre
Nepean • Rideau • Osgoode

Manordale Women's Crafting Group Facilitator

Position Type: Part time, contract, 3 hours per week

Employment Period: June 28, 2018 to March 28, 2019

Salary: \$15 per hour

Job Area: Nepean

Scope of Position

The Manordale Women's Crafting Group Facilitator will be part of a multi-disciplinary team that is responsible for facilitating the deliverables of the Multicultural Community Capacity Grant. These responsibilities will include, but may not be limited to: facilitating weekly women's crafting group, hosting workshops and residents' engagement events, procuring program supplies, tracking attendance and program data. This position requires someone who can work across a variety of different demographic groups, especially with newcomer women.

The successful candidate must commit to work within NROCRC's model of Community Development.

Job Specific Responsibilities

- Facilitating a weekly MWCG program
- Facilitating community workshops and engagement events
- Implementing a strength-based, resident-focused approach that builds on the collective assets of community members
- Tracking all program data and statistics
- Establishing rapport and building trust with community residents, with a strong focus on developing relationships with Manordale newcomer women and their families

Qualifications

- Experience working with diverse populations, including newcomer women, and residents within a community-based approach
- Strong facilitation experience
- Strong organizational and time management skills

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- Ability to motivate others and engage with residents from diverse backgrounds
- Ability to facilitate programs and workshops to large groups
- Ability to communicate fluently in English
- Ability to communicate fluently in Arabic a strong asset
- Police records check is required

Please submit your resume by 4:30 pm, May 25, 2018

Reply to: Janet Donovan

By email: jdonoan@nrocrc.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.