



The Excel Empowerment Centre Inc. (TEEC) **Senior Women Empowerment Initiatives Coordinator**

12 Months | Full-time (37.5 hours/week) | Schedule: Monday – Friday & some weekends|
Wages: \$24.50/hour

Benefits and Entitlements | Wellness Days | Flexible Work-Life Balance | Professional Development
Work Location: In Person at 580 Victor St. | Applicant deadline: **2025-04-30** | Start date: **2025-05-12**

Qualifications Desired

- Critical-Thinking
- Problem-Solving
- Creativity and Innovation
- Information management
- Collaboration and teamwork
- Cultural sensitivity
- Proficiency in Microsoft Office Suite and other computer applications
- Program and program management
- Some or post-secondary education or bachelor's degree in education, social work and community development
- Good communication skills

The Excel Empowerment Centre Inc. (TEEC) is a hub focused on empowering women, girls and children, with specific targets for gender equality. We aim to help women, girls and children, particularly those impacted by war, gain the skills and confidence needed to become self-reliant, obtain meaningful employment, and achieve overall wellness. We are committed to creating a workplace that values diversity, equity, and inclusion, guided by our principles of anti-racism and GBA Plus policies. Together, these commitments foster an environment where everyone has the opportunity to succeed and share their unique perspectives.

Position Summary:

The Senior Women Empowerment Initiative Coordinator (SWEIC) reports to the Director of Programming and Special Projects and oversees programs and initiatives designed to empower and support war-affected immigrant and refugee women accessing integration resources in their new country. This role includes coordinating English Additional Language Programs (EALP) classes, Newcomer Women Employment Skills Development and Job Readiness Training Program (NWESDJRTP)/Financial Literacy classes, Basic Computer Literacy classes and Alcohol Abuse Awareness workshops. The coordinator will ensure effective program delivery, participant engagement, and outcomes that align with The Excel Empowerment Centre's vision and mission. The SWEIC will also oversee program budgets, participate in monitoring and evaluation meetings, and contribute to sector strategy and program development.

Key Responsibilities

Program Management

- Lead the planning, implementation, and evaluation of women's empowerment initiatives, ensuring alignment with organizational goals.
- Develop program work plans and timelines to ensure efficient use of resources.
- Monitor program performance, collecting data on participant progress, attendance, and outcomes for reporting and improvement purposes.
- Identify opportunities to expand or enhance existing programs based on community needs and feedback.
- Manage program-related logistics, including venue bookings, materials procurement, and facilitator coordination.

Budget Management

- Monitor program budgets to ensure accurate allocation and utilization of resources.
- Participate in internal project monitoring meetings and with partners to ensure projects and grants are up to date.
- Collaborate with project leads to prevent under/overspending on budget lines.
- Provide input for grant reports and ensure financial accountability for all program activities.

Sector Strategy and Program Development



- Contribute to the development of sector strategies to address the emerging needs of immigrant and newcomer women in the community.
- Support the design and development of new programs and initiatives that align with organizational goals and funding priorities.
- Research best practices and innovative approaches to enhance the effectiveness of women's empowerment programs.

Program Coordination and Delivery

- Organize and oversee the delivery of projects within the program.
- Collaborate with instructors, facilitators, and volunteers to ensure high-quality programming tailored to participant needs.
- Maintain a consistent schedule of classes and workshops, ensuring minimal disruption to programming.

Participant Engagement

- Conduct outreach to recruit and retain program participants, particularly women from immigrant and newcomer communities.
- Build strong relationships with participants to understand their needs, provide support, and encourage active engagement.
- Address barriers to participation and connect participants with additional resources or referrals as needed.
- Coordinating and monitoring job placements

Community and Partner Engagement

- Build and maintain relationships with community partners, service providers, and funders to enhance program delivery and outcomes.
- Liaise with external stakeholders to promote programs and identify opportunities for collaboration and growth.

Administrative Tasks

- Track participant attendance, progress, and feedback for each program.
- Prepare and submit detailed monthly program reports to the Director of Programming, including data, success stories, and challenges.
- Maintain accurate and organized records of program materials, schedules, and participant data.

Other Duties

- Assist in developing and refining program materials, curriculum, and activities to better meet participant needs.
- Contribute to program evaluations, making recommendations for improvements and growth.

Qualifications and Skills

- Some or post-secondary education in social work, education, community development, or a related field - equivalent experience will be considered.
- Experience in program coordination and management, ideally within a nonprofit or community-based organization.
- Experience working with immigrant and newcomer women and families is an asset.
- Strong organizational, project management, and budget management skills, with the ability to manage multiple programs and deadlines simultaneously.
- Excellent interpersonal and communication skills, both written and verbal.
- Cultural sensitivity and the ability to work with diverse populations.
- Proficiency in program management tools and basic computer applications, including Microsoft Suite.
- Knowledge of community resources and supports available to women and families.

Assets

- Knowledge of gender-based programming and empowerment strategies
- Experience facilitating workshops or group sessions.
- Fluency in other languages would be an asset



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To Apply

The Excel Empowerment Centre Inc. (TEEC) is an inclusive community committed to equitable employment.

To apply, please submit your cover letter and resume requesting the attention of

Mathew Joseph
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All applicants must be legally entitled to work in Canada