



## **Tombolo Multicultural Festival Newfoundland and Labrador (TMFNL)**

### **Job Opportunity**

**Job Title:** Project Manager: Newcomer Settlement and Economic Integration

**Employer:** Tombolo Multicultural Festival Newfoundland and Labrador (TMFNL)

**Job Location:** St. John's

**Job terms:** Part-time

**Salary:** \$18 per hour

**Number of hours per week:** 11

**Number of weeks:** 24

#### **SUMMARY:**

Tombolo Multicultural Festival Newfoundland and Labrador (TMFNL) is a non-profit organization committed to promoting cultural diversity, intercultural understanding, anti-racism, inclusion, music, arts and culture as well as newcomer and new immigrant integration and settlement in Newfoundland and Labrador. TMFNL is seeking a project manager for its project that will advance settlement and economic integration of newcomers in Gander and nearby communities. The settlement and economic integration services that this project will provide for newcomers include: economic and employment-related support, access to information, community connections, and fostering welcoming communities. Funded by the Department of Immigration, Population Growth and Skills, Government of Newfoundland and Labrador.

#### **POSITION SUMMARY:**

Reporting to TMFNL Executive Director and Management, the Project Manager (PM) is responsible and accountable for the management and delivery of high-quality programs, services and activities related to the project. Is responsible for marketing, evaluation, quality control/monitoring, risk management and progress reporting of the project programs, activities and services. The PM will form and maintain working relationships with TMFNL's community partners and community service providers in St. John's to ensure that the goals of the project are met on schedule. Responsible for creating innovative and good practices to effectively support the settlement and economic integration needs of newcomers. The PM will embrace the TMFNL's values and mission to enhance economic, social and cultural integration, and settlement and retention of newcomers in Newfoundland and Labrador.

## **SPECIFIC RESPONSIBILITIES:**

- Work collaboratively with the project team and management to plan and develop detailed activities, services and programs for the project.
- Manage the delivery/implementation of the project's activities, services and programs in St. John's in partnership and collaboration with TMFNL local community partners, and in consultation with local community service providers.
- Lead in the recruitment of newcomer professionals for the project. Including: artists, heritage performers, artisans and videographer/photographer.
- Lead in the recruitment of Consultants and Facilitators for the project's programs, activities and services. Including: employment skills enhancement trainer, business/entrepreneurship skills trainer, language skills trainer, mental health support consultant and counsellor, and diversity and anti-racism consultant.
- Ensure that project's target clients, local partners and service providers understand the content, objectives and the scope of this project.
- Ensure that the project programs, activities and services follow organizational policy and the funding guidelines.
- Survey project clients/participants and service providers on an ongoing basis to gather feedback on service satisfaction.
- Measure project performance using appropriate tools and techniques and as directed by TMFNL and the project funders.
- Create and maintain comprehensive project documentation and meet all reporting deadlines and requirements, with specific regard to funders and TMFNL senior management requests.
- Identify and respond to gaps in services and engage partners and stakeholders in contributing and participating in addressing these gaps.
  - Identify and develop partnerships and collaborations with relevant local community organizations/groups and service providers, and work collaboratively to successfully implement this project's programs, activities and services.
  - Create opportunities for sharing participants' experiences and advocacy opportunities.
  - Actively participate in the project's staff and management meetings.
  - Perform other related duties as needed.

## **QUALIFICATIONS:**

- At least a bachelor's degree, preferably in the Arts or Social Science.
- Understanding of immigration and settlement programs and services in the non-profit sector.
  - Experience with design, development and implementation of settlement and integration programs, services and activities.
- Demonstrated skills and experience in community engagement and partnerships development.
- Proven ability to manage and deliver programs with successful outcomes.
- Demonstrated high level of interpersonal, communication and organizational skills.
- Proven analytical skills with strong attention to details and problem-solving ability.
- Possess flexibility and the temperament and skills to manage change in a rapidly

evolving settlement environment.

- Proven ability to meet stringent targets within fixed timelines.
- Experience in workshop design and facilitation, both in-person and virtual/on-line.
- Proven experience in team management and performance evaluation.
- Ability to conduct primary and secondary research and evaluation of programming.
- Ability to be innovative, creative and solution focused.
- Ability to work with people from diverse social and cultural demographics.
- Possess working knowledge of Microsoft office -PowerPoint, Excel, Teams and Zoom.
- Experienced using of a variety of social media platforms.
- Proven ability to develop trusting, credibility and respectful relationship with TMFNL community partners, service providers and key stakeholders that is mutually beneficial to the support of this project.
- Possess a collaborative leadership style with the ability to work in a diverse team environment.

### **WORKING CONDITIONS:**

- Must be willing to occasionally work flexible hours, and on weekdays and weekends.
- Some travel may be required therefore a car is an asset.

### **BENEFITS**

**Mandatory Employment-Related Costs (MERCs).**

### **APPLICATION CONDITIONS:**

- If you are interested in this job position please submit your resumé and cover letter by e-mail to: [tombolofestivalnl@gmail.com](mailto:tombolofestivalnl@gmail.com).
- In keeping with our commitment to diversity, equity and inclusion, we encourage qualified applicants from all races, ethno-cultural backgrounds, religions, and sexual orientations.
- We thank all applicants for their interest; however, only those whose education, skills and experience match the required qualification and requirements will be invited for an interview.

### **APPLICATION DEADLINE:**

Application Deadline: February 12, 2024, or until the position is filled.