



SEVEN OAKS
SCHOOL DIVISION
community begins here

THE SEVEN OAKS SCHOOL DIVISION
invites applications for

**Settlement Coordinator-Employment & Outreach
Seven Oaks Immigrant Services Centre**



Position Description:

Seven Oaks Immigrant Services help newcomer individuals and families in the North-West Winnipeg community and beyond by offering information, support systems, enhanced skills and community connections that aids their integration into life in Canada. We do this to empower immigrants and our community to be healthy and thrive. Under the direction of the Program Director, the Settlement Coordinator provides support to staff and clients and works cooperatively with the school division and community stakeholders to support program goals.

The coordinator shall be responsible for establishing and maintaining conditions conducive to providing relevant and effective settlement in employment, information and orientation, community connections, including support services. The Settlement Coordinator reports directly to the Program Director and works cooperatively with the settlement and language team to support program goals.

Duties and Responsibilities:

- Supervise, train, support and evaluate staff.
- Recruit, train and support volunteers.
- Coordinate the employment and outreach program.
- Communicate with the Program Director about issues related to the work of staff.
- Responsible for scheduling, staff performance and communication.
- Provide reports as required on activities, outcomes and expenditures and manage databases
- Ensure policies are adhered to.
- Provide oversight with challenging client cases and up-to-date forms and benefits.
- Keep Program Director fully advised as to the conditions and needs of the program.
- Responsible for supporting staff with intake meetings, group and one on one sessions for information and orientation, employment, community connections and support services.
- Connect and coordinate with service providers, agencies, institutions, schools, and other stakeholders on an on-going basis to identify trends and gaps, and determine current resources, programs, and available services for newcomers.
- Contribute to program development through on-going assessment, planning, implementation and evaluation. This includes identifying gaps in services and creatively within a team meet these needs, under the direction of the Director.
- Coordinate, develop, and help to facilitate community meetings, events, presentations and workshops.
- Attend regular meetings, including community and sector meetings, to plan, share resources and coordinate activities as required.

Qualifications and Skills:

- Understanding of the immigrant experiences including an awareness of settlement issues and an ability to work within a trauma informed and cross-cultural perspective.
- Demonstrated skills in employment coaching and understanding of Manitoba labour market.
- The ability to speak other languages is an asset.
- Strong oral and written communication skills.
- Strong computer skills, including Microsoft Office and database applications, including on-line registration.
- Post-secondary education in a related field or equivalent combination of education and lived experience
- A valid Driver's license and a vehicle is a requirement.

This is a full-time (37.5 hours per week) position with a competitive salary and benefits package, salary range is \$25.64-\$31.12/hr. Hours of work will be flexible, includes evenings and occasionally weekends. This is a permanent position pending ongoing IRCC funding.

To Apply:

**Applications are accepted online. Click [Here](#)
to apply.**

**Please attach a cover letter, resume, and three (3) references.
APPLICATION DEADLINE: Tuesday, May 19, 2026, at 4:00 p.m.**

*The Division will be pleased to accept all applications, however,
only those candidates selected for an interview will be contacted by e-mail.*

*Employment is conditional upon successful clearance through Child Abuse Registry and
Criminal Records (Vulnerable Sector) Checks. Respect in Schools is also required.
Responsibility for acquiring these lies with the employee.*

Seven Oaks Immigrant Services Centre is located at 950 Jefferson Avenue, Winnipeg, Manitoba.
Contact via Email: jana.mckee@7oaks.org / Phone: 204-632-1716 / Fax: 204-632-1889