



## Bilal Community and Family Centre Inc

33 Warnock Street, Winnipeg, MB R3E 3L6  
Ph: 204-772-7358 | Fax: 204-272-3397  
Website: [www.bilalcommunitycentre.ca](http://www.bilalcommunitycentre.ca)  
Email: [info@bilalcommunitycentre.ca](mailto:info@bilalcommunitycentre.ca)

### Job Title: NCMI Intake Facilitator

**Location:** Bilal Community and Family Centre

**Job Type:** Full-time

#### About Us:

Bilal Community and Family Centre (BCFC) is a non-profit organization dedicated to empowering Winnipeg immigrant and refugee communities to achieve social and economic success. Through our Newcomer Community Mobilization Initiative, we provide a wide range of services, including social support, educational programs, and employment resources, among others, to help individuals and families thrive. Our mission is to foster inclusion, promote diversity, and ensure that newcomers have access to the resources they need to succeed in Canada.

#### Position Overview:

We are seeking a compassionate and detail-oriented **Assistant Coordinator** to support our Newcomer Community Mobilization Initiative (NCMI). This role combines administrative duties with program assistance, making it an essential position for the smooth operation of our NCMI. The Newcomer Community Mobilization Initiative identifies and supports newcomer and immigrant individuals with complex needs involved with multiple systems and/or involved with Justice/Law enforcement, or at-risk of becoming Justice involved or are unable to access services in Winnipeg. The purpose of the initiative is to work collaboratively with different agencies to create innovative solutions to intersectional community safety and well-being challenges. Through this initiative, we connect newcomers to different resources, practices and tools to ensure that they are moving towards their goals by reducing barriers and increasing communication and collaboration among different systems. The Assistant Coordinator will be responsible for providing direct support to program participants, assisting with program activities, performing key office administration tasks and carrying out other duties as advised by the Program Coordinator to ensure the efficient functioning of the program.

#### Key Responsibilities:

- **Program Support:** Assist the Program Coordinator in the implementation of services and for newcomers and immigrants, including intake processes, referrals, follow-ups and other support tasks as needed by the NCMI.
- **Client Assistance:** Provide direct support to program participants by answering questions, scheduling appointments, and providing resources related to integration, employment, housing, and other services that we provide as part of the program.
- **Administrative Tasks:** Manage office tasks including answering phones, responding to emails, organizing and filing paperwork, maintaining client records in compliance with privacy regulations and managing general office matters.
- **Data Entry & Reporting:** Assist in entering data into program management systems and tracking program participation.
- **Event Coordination:** Help organize and coordinate community events, workshops, and information sessions aimed at supporting newcomers and immigrants.
- **Resource Management:** Assist in preparing educational materials, resource guides, and toolkits for program participants.



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### Key Responsibilities(Continued):

- **Collaboration:** Work closely with external partners, including legal services, healthcare providers, and community organizations, to ensure seamless service delivery.
- **Office Management:** Ensure that office supplies and materials are stocked and available, manage appointments, and support the overall office environment.
- **Other Tasks:** Support team meetings and work with NCMI team members to ensure program objectives are met.

### Qualifications:

- **Education:** Bachelor's degree in Social Work, Administration, Sociology, Anthropology or a related field, or equivalent work experience.
- **Experience:** Minimum of 1-2 years of experience in social services, program coordination, or administrative support. Experience working with newcomer or immigrant populations is an asset.
- **Skills:**
  - Strong organizational and multitasking abilities.
  - Excellent written and verbal communication skills in English (knowledge of additional languages, such as French, is an asset).
  - Ability to handle confidential information with discretion.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
  - Attention to detail and the ability to maintain accurate records.
- **Compassionate & Personable:** Ability to engage with individuals from diverse cultural backgrounds with empathy and respect.
- **Adaptability:** Ability to work in a dynamic environment with a proactive attitude.

### Why Join Us?

At Bilal Community and Family Centre, you'll be part of a mission-driven organization focused on creating a welcoming and supportive environment for newcomers and immigrants. This is an excellent opportunity to contribute to a meaningful cause while gaining hands-on experience in program coordination, administration, and community outreach. We offer a supportive, collaborative work environment with opportunities for personal and professional development.

### How to Apply:

Interested candidates are invited to submit a resume, cover letter, and three professional references to:

**[Info@bilalcommunitycentre.ca](mailto:Info@bilalcommunitycentre.ca)**

Please include "NCMI Intake Facilitator" in the subject line of your email.

**Application Deadline:** April 15, 2025

The Bilal Community and Family Centre is an equal opportunity employer.  
We celebrate diversity and are committed to creating an inclusive environment for all employees.