



## 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 Outreach Coordinator

**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. BCFC is committed to working collaboratively together with other stakeholders to better serve our community and address the social and economic challenges that many of our community members are experiencing. Our goal is to create strong relationships and partnerships with different stakeholders to tackle the socio-economic and systemic challenges that our community members are facing.

#### Position Overview:

We are seeking an enthusiastic and motivated **Outreach Coordinator** to assist in implementing our Newcomer Community Mobilization Initiative (NCMI), focusing on community outreach and engagement efforts for the program. 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. In this role, the successful candidate will serve as the primary liaison between the organization and the community, fostering relationships, increasing visibility, and building partnerships to advance our mission. The ideal candidate will be passionate about community engagement, possess excellent communication skills, and have a strong ability to connect with diverse populations.

#### Key Responsibilities:

- **Community Outreach:** Develop and implement outreach strategies to build awareness and engagement for the organization's programs. Identify key community groups, organizations, and leaders to collaborate with and promote our services.
- **Organizing:** Assist the coordinator in organizing support team meetings and following up with the support team on assigned tasks.
- **Engagements:** Doing presentations and facilitating engagements with both government and nonprofit agencies to better facilitate collaboration.
- **Relationship Building:** Cultivate and maintain relationships with community partners, local organizations, businesses, and stakeholders to enhance program visibility and impact.
- **Event Coordination:** Plan, organize, and execute community events, workshops, and informational sessions to engage the public and promote our programs.
- **Program Promotion:** Coordinate and distribute marketing materials, newsletters, and social media content to raise awareness of the organization's initiatives and opportunities for community involvement.



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#### Key Responsibilities (Continued):

- **Stakeholder Engagement:** Represent the organization at community meetings, forums, and public events to advocate for the programs and gather feedback.
- **Data Collection & Reporting:** Track outreach efforts and evaluate their effectiveness. Provide regular reports to the Executive Director on outreach activities and outcomes.
- **Cultural Competency:** Ensure outreach activities are inclusive, culturally relevant, and sensitive to the diverse needs of the community.
- **Other Tasks:** Support team meetings and work with NCMI team members to ensure program objectives are met.

#### Qualifications:

- **Education:** Bachelor's degree in Communications, Social Work, Public Relations, Community Development, Sociology, Anthropology or a related field.
- **Experience:** Minimum of 2 years of experience in community outreach, engagement, or a related field. Experience working with diverse populations is highly desirable.
- **Skills:**
  - Strong communication and interpersonal skills, with the ability to engage with a variety of audiences.
  - Excellent organizational and time management skills, with the ability to manage multiple tasks and deadlines.
  - Proficiency in social media platforms and basic marketing tools.
  - Ability to work independently and as part of a team.
- **Commitment:** A passion for social impact and making a positive difference in the community.
- **Flexibility:** Willingness to work evenings and weekends as needed for community events and activities.

#### Why Join Us?

At Bilal Community and Family Centre, you'll play a pivotal role in strengthening community ties and driving meaningful change. This is an exciting opportunity to make a tangible difference in the lives of those we serve, while developing your skills in community engagement and outreach. We offer a supportive, dynamic work environment with opportunities for personal and professional growth.

#### How to Apply:

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

**Info@bilalcommunitycentre.ca**

Please include "NCMI Outreach Coordinator" 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.