Project Lead (Term Position)

Fair Access to Housing for Newcomers Project

Organization: Regional Connections Immigrant Services
Location: Regional Connections service area; based out of Regional Connections Morden office at 230 19th St., Morden
Position Type: Full-Time Term Position
Term: November 16, 2026 to January 31, 2028
Hours: 35 hours per week
Wage: $30.00 per hour

About Regional Connections

Regional Connections Immigrant Services is a non-profit organization dedicated to supporting immigrants and refugees as they settle and thrive in Manitoba communities. Through collaboration, advocacy, and innovative programming, Regional Connections works to foster welcoming, inclusive, and equitable communities for all.

Position Summary

Regional Connections Immigrant Services is seeking a highly organized, relationship-focused, and community-minded **Project Lead** to coordinate and support the development and initial implementation of the **Fair Access to Housing for Newcomers Project**.

This initiative addresses racially motivated housing discrimination experienced by immigrants and refugees in rural Manitoba. The project will engage newcomers, landlords, property managers, housing stakeholders, community organizations, and other partners in developing tools and resources that promote fair and equitable access to housing.

The Project Lead will oversee the planning, coordination, and implementation of project activities across Manitoba communities in Regional Connections' service area, including Winkler, Morden, Altona, Morris, Carman, Notre Dame de Lourdes, Selkirk, Arborg, Gimli, and Dauphin.

The successful candidate will coordinate stakeholder engagement processes, manage project timelines and deliverables, oversee consultant and contractor activities, and ensure project objectives are achieved on time and within scope. While the position will coordinate the work of contracted service providers responsible for video production,

design, and digital resource development, it does not include direct human resources supervision of contractor personnel.

Key Responsibilities

Stakeholder Engagement and Project Coordination

- Organize and facilitate newcomer focus groups to gather feedback and inform project design and implementation.
- Recruit, establish, and support multi-stakeholder advisory committees.
- Build and maintain strong relationships with newcomers, landlords, property managers, community organizations, housing stakeholders, and project partners.
- Coordinate meetings, consultations, and project communications across participating communities.
- Ensure project activities reflect the experiences and needs of newcomers and other stakeholders.

Consultant and Contractor Coordination

- Coordinate the work of external consultants, contractors, and service providers engaged to support project deliverables.
- Serve as the primary project liaison with media production companies, graphic designers, web developers, and other contracted service providers.
- Assist with the development of scopes of work, project timelines, and deliverable schedules.
- Monitor project milestones and ensure contracted deliverables meet established objectives, timelines, and quality standards.
- Facilitate communication between contractors, stakeholders, and Regional Connections staff.
- Review project deliverables and provide recommendations to management regarding completion and approval.

Research, Resource Development, and Project Implementation

- Coordinate the development and administration of a property manager and landlord survey to identify barriers to equitable housing access.

- Support the design, implementation, and promotion of a Fair Housing Certification Program.
- Coordinate the development of anti-bias training videos for landlords and property managers through contracted media professionals.
- Coordinate the development, design, and distribution of a Fair Housing Navigator Guide for newcomers, community members, and partner organizations.
- Coordinate the development and launch of a Housing Discrimination Reporting Tool through contracted technical and design resources.
- Ensure project tools and resources align with project goals and stakeholder feedback.
- Support outreach and participation among newcomers, housing providers, and community partners.

Communications and Events

- Coordinate project communications, promotional materials, and community outreach efforts.
- Support public awareness and community engagement activities that promote equitable access to housing.
- Engage landlords and property managers to increase awareness of newcomer experiences and housing-related barriers.
- Lead the planning and implementation of a public launch event to raise awareness about housing discrimination and project resources.

Monitoring and Reporting

- Track project activities, outcomes, and performance indicators.
- Maintain project records and supporting documentation.
- Prepare reports, summaries, and project updates for management, partners, and funders.
- Monitor project risks and implementation challenges and recommend solutions as needed.

Qualifications

Required

- Post-secondary education in Community Development, Social Sciences, Public Administration, Human Services, Project Management, or a related field; or an equivalent combination of education and experience.
- Experience coordinating community-based projects, programs, or initiatives.
- Strong facilitation, relationship-building, and stakeholder engagement skills.
- Excellent English written and verbal communication skills.
- Experience organizing and facilitating meetings, events, consultations, or community engagement activities.
- Strong organizational skills with the ability to manage multiple priorities and timelines.
- Ability to work independently and collaboratively within a team environment.
- Valid driver's license and ability to travel within Manitoba.

Preferred Assets

- Experience managing projects involving external consultants, contractors, or vendors.
- Experience developing scopes of work, requests for proposals, or contractor agreements.
- Experience coordinating communications, media, graphic design, website, or digital content development projects.
- Experience conducting surveys, focus groups, research, or community consultations.
- Knowledge of newcomer settlement, housing access issues, anti-racism, diversity, equity, and inclusion initiatives.
- Experience working with immigrant and refugee communities.
- Familiarity with rural Manitoba communities and housing-related challenges.

Working Conditions

- Combination of office-based, remote, and community-based work.
- Travel throughout participating Manitoba communities will be required.
- Occasional evening or weekend meetings and events may be necessary.

Why Join Us?

This is an opportunity to contribute to meaningful social change by helping address housing discrimination and improve housing access for newcomers across Manitoba. The Project Lead will play a key role in bringing together community stakeholders, coordinating innovative project resources, and advancing fair and equitable housing practices in rural communities.

How to Apply

Interested candidates should submit:

- A cover letter outlining their interest and qualifications
- A current resume

Applications should be submitted to:

Regional Connections Immigrant Services
Email: recruitment@regionalconnections.ca

Applications will be accepted until the position is filled.

Regional Connections Immigrant Services is committed to fostering a diverse, inclusive, and equitable workplace. We encourage applications from immigrants, refugees, racialized persons, Indigenous peoples, persons with disabilities, and individuals from underrepresented communities.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.