



*** Internal & External Posting ***

RURAL SETTLEMENT LIAISON

Full-time – 35 Hours/Week

Term Position: Until March 31, 2027

Competition No. 2026.06.02

(To apply, please follow “How to Apply” instructions at the bottom)

POSITION SUMMARY

This is a term position which ends on March 31, 2027.

As part of Welcome Place's Refugee Settlement Hub, the Rural Settlement Liaison plays a key role in supporting refugee claimants and other eligible newcomers to explore, transition to, and successfully integrate into rural Manitoba communities.

This position serves as the primary bridge between newcomer clients, rural employers, municipalities, housing providers, and community organizations. Through outreach, information sharing, individualized support, and relationship building, the Rural Settlement Liaison helps clients identify opportunities for employment, housing, and community integration outside Winnipeg.

Working within a trauma-informed and client-centred framework, the Rural Settlement Liaison supports clients through all stages of rural relocation, including orientation, housing navigation, employer connections, community introductions, and ongoing settlement support. The position also develops and maintains strategic partnerships throughout rural Manitoba to strengthen community capacity to welcome and retain newcomers.

KEY RESPONSIBILITIES

Rural Settlement Coordination

- Deliver information sessions and orientations on rural settlement opportunities throughout Manitoba.
- Assist clients in exploring rural communities based on employment opportunities, housing availability, family circumstances, and settlement goals.
- Provide individualized guidance regarding rural relocation options and community resources.
- Support clients in making informed decisions regarding relocation and long-term settlement.

Community Outreach & Relationship Building

- Develop and maintain strong relationships with rural municipalities, economic development offices, employers, landlords, settlement organizations, schools, and community groups.
- Conduct regular outreach visits to rural communities across Manitoba.
- Identify emerging employment, housing, and settlement opportunities.
- Promote newcomer integration initiatives and support community readiness efforts.
- Represent Welcome Place at community meetings, networking events, and stakeholder consultations.

Housing Navigation & Relocation Support

- Assist clients in identifying and securing housing opportunities in rural communities.
- Liaise with landlords, property managers, municipalities, and housing organizations.
- Support relocation planning, including transportation arrangements and initial settlement logistics.
- Assist clients in accessing utilities, schools, healthcare services, and other essential community supports.
- Coordinate referrals to local service providers and community resources.

Employer Engagement

- Develop relationships with rural employers experiencing labour shortages.
- Promote employment opportunities to eligible newcomer clients.
- Collaborate with the Employment Liaison to connect clients with suitable employment opportunities.
- Support employer understanding of newcomer hiring and workplace integration.

Case Management & Client Support

- Conduct needs and assets assessments related to rural relocation and integration.
- Develop individualized settlement and relocation plans.
- Provide ongoing case management and follow-up support.
- Identify barriers to successful integration and coordinate referrals to appropriate internal and external services.
- Maintain regular contact with clients following relocation to support retention and successful settlement outcomes.

Workshops, Information Sessions & Community Activities

- Organize and facilitate rural information sessions, employer presentations, and community orientation events.
- Coordinate community visits, tours, and newcomer engagement activities.
- Support initiatives that reduce isolation and strengthen community connections.

Reporting & Data Management

- Maintain accurate client records within NewTrack and other required databases.
- Track program outputs, outcomes, and performance indicators.
- Prepare statistical reports, case notes, and narrative reports for management and funders.
- Monitor trends, challenges, and opportunities affecting rural settlement and retention.

Other Duties

- Participate in agency committees, training, and staff meetings.
- Assist with development of promotional and educational materials.
- Support organizational outreach and public awareness activities.
- All MIIC personnel may be required to perform duties outside their normal responsibilities from time to time.

QUALIFICATIONS

Essential

- Knowledge of Manitoba's rural communities, labour market, housing landscape, and settlement resources.
- Understanding of issues facing refugee claimants, newcomers, low-income individuals, and Employment and Income Assistance recipients.

- Experience building partnerships and working collaboratively with diverse stakeholders.
- Strong relationship-building and community engagement skills.
- Excellent communication, presentation, and public speaking abilities.
- Demonstrated ability to work independently and manage multiple priorities.
- Strong organizational, problem-solving, and case management skills.
- Demonstrated proficiency with Microsoft Office and database systems.
- Ability to work in a cross-cultural and unionized environment.
- Regular access to a vehicle for work purposes.
- Valid Manitoba Driver's Licence and satisfactory Driver's Abstract.
- Clear Police Record Check with Vulnerable Sector Check, and Child Abuse Registry Check.

Assets

- Knowledge of immigration and refugee systems.
- Experience in rural development, community development, housing services, or settlement services.
- Experience working with municipalities, employers, or economic development organizations.
- Additional language(s).
- Experience with NewTrack or other settlement databases.

EDUCATION/EXPERIENCE

- High School Diploma
- Post-secondary education in Social Services, Community Development, Human Services, Settlement Studies, Rural Development, or a related field.
- Minimum three years of experience working with newcomers, community development, housing services, employment services, or related social service programming.
- Equivalent combination of education and experience may be considered.
- Interpreter training would be considered an asset.

COMPENSATION

- Classification II, Level 1- \$22.88/hour

HOW TO APPLY

Please submit your resume and cover letter that clearly states:

- **Competition Number** (noted at top)
- **How you meet the qualifications, education and experience criteria**

Email in confidence to:

Human Resources
 Manitoba Interfaith Immigration Council Inc.
 Email: careers@miic.ca

Deadline to Apply: July 2, 2026, 4:00 PM