



Local Immigration Partnership Coordinator

Part Time - 26 hours per week, off spring and summer break.

Position Summary:

Oversee the day-to day operations of a community based Local Immigration Partnership (LIP) that:

- Fosters a systematic approach to engage service providers and institutions to integrate newcomers.
- Supports knowledge sharing and local strategic planning.
- Improves coordination of effective services that facilitate immigrant settlement and integration.

Qualifications:

Education, Training & Experience:

- Diploma in Human/Social Services or related field.
- Minimum two (2) years recent related experience working in immigrant services.
- Valid Driver's License and reliable vehicle with appropriate insurance.

Job Skills & Abilities

- Must be people oriented, outgoing, dynamic and resourceful.
- Experience with public speaking and event planning.
- Excellent organizational, project management and problem solving skills.
- Understanding of immigrant settlement, diversity and integration issues.
- Demonstrated experience in developing and maintaining community partnerships to catalyze collaboration.
- Practice effective time and resource management techniques.
- Practice effective interpersonal and intercultural communication techniques.
- Demonstrate strong written and verbal communication skills.
- Strong computer skills including website and social media management.
- Experience recruiting and managing volunteers.
- Work may occasionally take place outside of regular business hours.

Key Duties and Responsibilities:

1. To lead the planning, organization, implementation, and evaluation of a variety of activities to increase the community's capacity to support the integration of new immigrants.
2. To oversee the day-to-day operation of the program by ensuring that program guidelines and policies are adhered to and program standards met.
3. To engage a range of community stakeholders and enhance collaboration and strategic planning at the community level.
4. To lead the Partnership Council and support its work. Ensure the scheduling of meeting dates and facilities, and prepare and circulate meeting minutes to community partners.
5. Supervises program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
6. Participates in the recruitment and selection of program staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations

7. Orients, determines the need for and provides training to program staff, volunteers and practicum students.
8. To maintain and enhance LIP website and social media.
9. Lead program development, policy and procedure formulation, and program evaluation.
10. To promote public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
11. To liaise with community partners and other professionals and community contacts in order to coordinate the program and achieve the deliverables within the specified timeframe.
12. To represent the organization and program at external events.
13. Conduct research to enhance the newcomers' cultural and community integration in meeting the LIP strategic plan.
14. To monitor program expenditures within the existing budget allowance and make budget recommendations. To maintain financial records in accordance to established procedures.
15. To maintain related records and statistics and produce reports as required.
16. To prepare and submit monthly program activity report to supervisor.
17. To attend meetings and workshops as required.
18. Complete all mandatory learning requirements.
19. To perform other related duties as required.

General:

- Wage rate: as per BCGEU Collective Agreement, Program Coordinator 2, Grid 14 - \$28.39
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Immigrant Services Director.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources

Chilliwack Community Services

45938 Wellington Avenue, Chilliwack, BC V2P 2C7

Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, November 24, 2021