



**Vacancy Posting:  
Competition #2019-04-18 LIP-C**

<b>Posting Date:</b>	April 18, 2019
<b>Closing Date:</b>	This is an ongoing posting until the position is filled.
<b>Position:</b>	<b>Local Immigration Partnership (LIP) Coordinator</b>
<b>Hours of Work:</b>	21 hours per week
<b>Contract Period:</b>	May 1, 2019, to March 31, 2020
<b>Location of Work:</b>	930 Balmoral Road, Victoria
<b>Rate of Pay:</b>	\$29.01 per hour as of April 1, 2019 (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counselling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

**Job description**

Enhance collaboration, coordination and strategic planning at the community level in order to foster more welcoming and inclusive communities that improve settlement and integration outcomes. Encourage strategic partnerships between many stakeholders to improve dialogue and information sharing between sectors, identify gaps and align services. Stakeholder working tables may include employers, school boards, health centres and networks, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations, and the community and social services sectors within Greater Victoria communities. Reports to Director of Impact and Innovation.

**Qualifications**

Undergraduate degree in business administration or non-profit management. Excellent organizational and project management skills. Proven skills in developing and implementing media campaign on sensitive public issues. Keen understanding of diversity issues, experience working in multicultural settings. Ability to work with volunteers. Proven track record of working with multiple stakeholders to catalyze collaboration. Effective communication and public speaking skills. Proficiency in a major immigrant language and/or immigration experience is an asset.

Equivalent combination of education, training and experience may be considered. One to three years previous work experience in a similar environment (social services, nonprofit organization, multicultural organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds is preferred. Experience working with immigrants and/or refugees preferred.

**Key duties/responsibilities**

- Oversee the development of a local settlement and integration strategy and targeted action plan to produce a more welcoming and inclusive community.
- Consult, guide and supervise partner organizations in developing all project deliverables to ensure that the project meets and exceeds the set targets (establish working tables; create terms of reference for the working tables; conduct research and establish a local settlement strategy to be implemented over three years; develop an annual action plan to address local priorities and report on the implementation and execution of the action plan annually).
- Develop the cash flow, prepare monthly expense claims, financial and narrative reports.
- Conduct evaluation utilizing outcome measures and collect stories attesting to the project impact.

- Facilitate monthly meetings to catalyze development of innovative and collaborative solutions for newcomer attraction and integration; act as the liaison between working tables and the steering committee to enhance synergies and collaboration among the receptive action plans.
- Research the best practices and suggest project ideas to enhance the newcomers' cultural and community integration that will feed into LIP strategic planning.
- Recruit and train volunteers to assist with the project, provide development for volunteers.
- Focus on extensive outreach to train municipal ambassadors in delivering project tools and becoming a focal point for settlement initiatives.
- Liaise with organizations to develop partnerships for marketing purposes and organize outreach for promotional presentations.
- Organize and participate in Immigration Expos and Trade-shows.
- Research streams for further funding and work closely with the community engagement team to develop grant proposals based on strategic needs.
- Work closely with the community engagement team to ensure coordinated progress between all components of the project.
- Maintain sound knowledge of internal and external program developments and current trends in creating welcoming communities.
- Work with other staff in the community engagement team to supply materials for ICA's Tapestry newsletter, Twitter and Facebook.
- Participate in training opportunities to stay current on issues impacting ICA's clients and staff.
- Participate in regular team and organization-wide staff meetings; Follow all ICA policies and administrative procedures;
- Other related duties as assigned.

#### **Job skills and abilities**

- Demonstrate an understanding of the benefits of LIPs in regard to the successful settlement and integration of immigrant and/or refugee newcomers (newcomer needs are assessed; expanded number and diversity of stakeholders; partnerships developed for planning and setting priorities; services coordinated at the community level and improved accessibility to mainstream institutions; increased awareness of settlement services and thereby enhanced uptake; and improved reporting of outcomes for newcomers).
- Demonstrate an understanding of key concepts related to LIPs through the engagement of community-based partnerships and planning around the needs of immigrant and/or refugee newcomers: diversity, inclusiveness, racism, multiculturalism and interculturalism, power relations between minority and majority groups, stereotyping, otherization.
- Demonstrate effective techniques to recruit and engage new community stakeholders in locally-driven strategic planning processes including employers, school boards, health centres and networks, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations and the community and social services sectors.
- Demonstrate the ability to mobilize participants for high-level planning.
- Demonstrate an understanding of social service programming for immigrants and/or refugees.
- Demonstrate proficiency in the use of computers for daily tasks like word processing, and more specialized functions like community stakeholder-related database management and client management databases.
- Demonstrate commitment and professionalism in the area of community engagement when working with a wide range of organizations and persons interested in enhancing their capacity in regard to diversity in the workplace and other spheres of life.
- Practice time and resource management techniques.
- Demonstrate the ability to work effectively as a member of a diverse team, including external contractors, language training instructors, settlement workers, care for newcomer children workers, support workers, and community connections volunteers, to address settlement and integration needs of newcomers, and the creation of a welcoming community, through community connections interventions.
- Demonstrate the ability to handle multiple projects at the same time with a high degree of initiative; Ability to multi-task and quickly adapt to changing priorities in order to meet deadlines.



- Practice effective interpersonal and intercultural communication techniques in working collaboratively with staff, clients, and representatives from the wider community; Demonstrate conflict resolution techniques and the ability to respond productively to challenging situations.
- Demonstrate superior organization and project management skills with the ability to set schedules, work to deadlines and meet budget requirements; Apply strong oral and written communication skills that demonstrate resourcefulness and clarity of thought.
- Demonstrate critical thinking and problem-solving techniques.
- Demonstrate networking and relationship building.
- Create and maintain professional boundaries.

#### **Additional Information**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car would be an asset.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required upon hire.

**Closing Date:** Please submit a **cover letter and current resume (in pdf. format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to [careers@icavictoria.org](mailto:careers@icavictoria.org). This is an ongoing posting until the position is filled. **Please quote applicable Competition number in the subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.*