

Vacancy posting - Competition #2024-03-13 IES-SFW-M

The Inter-Cultural Association of Greater Victoria (ICA) is an award-winning settlement agency that has contributed to Greater Victoria's vibrant community for over fifty years. ICA's services range from guiding immigrant entrepreneurs as they create small businesses to supporting vulnerable newcomers to become confident, contributing members of our community. In partnership with more than 500 community partners and generous donors and volunteers, ICA serves as a helping hand, a listening ear, and a tireless advocate for immigrants and refugees.

We are looking for a **full-time Immigrant Employment Specialist for our Success in Finding Work Program – Moodle**. Under the guidelines of multiple funders including the Ministry of Post-Secondary Education and Future Skills, this position designs, coordinates and facilitates group workshops on topics related to employment and job search/retention strategies for multi-barriered immigrant and refugee adults. Leads the delivery of skills training and employment program to assist immigrant and refugee adults with their successful labour market attachment. Provides all aspects of career counselling, facilitation, outreach, case management (needs assessments, action planning, job search work experience services, skills enhancement services, self-employment services as well as job sustainment services). This position provides expertise in the management of information and registration of clients on Moodle and/or related learning/course management platforms. This is a multifaceted position and requires an individual that is able to balance superior client service with other responsibilities and multiple contract requirements. Serves all individuals, including BIPOC, LGBTQ2+ and Indigenous, and those with diverse abilities. Reports to the Employment Services Manager.

What you will bring to the role:

- Knowledge of federal and provincial programs relating to aspects of career development, employment counselling, mentoring, facilitation, employment case management and working with clients facing multiple barriers to employment.
- Keen understanding of diversity issues, and experience working in multicultural settings.
- Solid knowledge of the Canadian local labour market, workplace practices, job search strategies and techniques, and ethical practices in employment counselling and career development.
- Ability to achieve results with individuals with specialized needs and multi-barriers to employment.
- Three years' experience in facilitating employment-related programs, employment case management, conducting career and vocational assessments, conducting outreach within social services, not-for-profit and/or multicultural organization.
- Experience working with immigrants and refugees and/or understanding immigration issues as well as youth unemployment.
- Establish relationships with local employers and the community.
- Experience working with learning/course management platforms, including Moodle.
- 2+ years' experience in a social service, not-for-profit and/or multicultural environment.
- A passion for helping others and a positive mindset.
- This position requires proof of WHMIS training, and clear criminal record check (including vulnerable populations check).

Additional assets we value:

- Undergraduate degree and professional courses on employment-related themes or combination of education, training, and experience (e.g. business administration, career development, intercultural studies).
- Strong administrative skills, including writing case notes and data management. Technical experience with Contract Information Management System (CIMS), OCASI Client Management System (OCMS) or iCare would be an asset.
- Proficiency in a settlement and/or resettlement language preferred.
- Valid BC driver's license and access to a car would be an asset.
- Indigenous cultural competencies or lived experience with Indigenous communities.

What we will provide in return:

- A purpose-driven organization where innovation and ideas are valued — everyone has a voice at every level of the organization
- The opportunity to use your unique knowledge and skills for purposeful work that will make a positive impact in people's lives and our community
- A passionate and diverse team to work with and learn from with a professional development fund to support your growth
- An inclusive workplace that welcomes all perspectives and is dedicated to do their part in true and lasting reconciliation with Indigenous communities
- A strong benefits package

Contract duration: April 1, 2024 – March 31, 2025

Compensation and hours: This position starts at \$26.17 per hour (April 1, 2024, rate), working a maximum of 35 hours per week, and requires union membership.

Location: #102 – 808 Douglas Street, Victoria, BC

If you do not possess all the experience listed above but are enthusiastic about what we do, please do not hesitate to apply as we may have another opportunity more suitable to your skillset!

Application Information: Please apply with your resume and cover letter (in pdf. format), noting relevant qualifications and experience to the Manager of People and Culture, via email to careers@icavictoria.org. Please quote **Competition #2024-03-13 IES-SFW-M** in the subject line. For a full job description, please contact careers@icavictoria.org.

This position will remain **open until April 19, 2024**, but review of resumes will start immediately so do not delay in applying. We look forward to connecting with you!

ICA strives to create a team that is as diverse as the clients we serve and strongly encourages people who identify as Black, Indigenous and/or People of Colour, from the LGBTQ2+ community, and those with diverse abilities to apply. If you require accommodation in the recruitment process or have questions, please let us know by contacting us at careers@icavictoria.org.

We acknowledge the Coast Salish Peoples on whose territories we do our work to support immigrants and refugees. We are grateful to work and live here, and we honour the Nations who have always cared for these lands, waters and air and continue to do so today.