

JOB 2

Victoria Immigrant & Refugee Centre Society (VIRCS)

3rd Floor, 637 Bay Street - Victoria, BC V8T 5L2

Telephone: 250-361-9433, Fax: 250-361-1914

Job Description: I Plan It Program Coordinator

Job title: I Plan It Program Coordinator

Reports to: Program Manager

Status: One year contract, full time - 37.5 hours / week

Primary Accountability:

To oversee all program activities related to the I Plan It Program for young immigrants and refugees (ages 15-25)

Responsibilities:

Program Coordination

- i. Oversee and assist with program development, promotion and delivery
- i. Perform intake and assessment of all I Plan It clients
- i. Work with youth clients as needed to offer support in action planning
 - ii. Oversee coordination and facilitation of life skills workshops
 - ii. Oversee coordination and facilitation of social nights (temporarily)
- i. Engage in effective networking and partnership building with local service providers
- i. Develop and implement effective program evaluation (including staff, volunteers and delivery partners)

Program Administration

- i. Maintain client files and compile statistics as required
- i. Prepare and submit reports as needed
- i. Ensure evaluation and adjustment of settlement services as needed
- i. Train and supervise program staff, practicum students and volunteers
- i. Participate in committees and staff meetings
- i. Prepare funding applications and interim and final reports

Resource person

To serve as a resource person for:

- i. VIRCS programs.
- i. VIRCS staff, volunteers and practicum students.
- i. The community at large.

i. Government and non-government host community service providers.

Mandatory qualifications:

i. Settlement Worker Certificate, or equivalent in human services field, or at least 3 years relevant work experience

ii. 2 years experience in program management of youth programs, especially among newcomers

i. Experience working from a youth driven approach

ii. Experience or willing to be trained in working with youth in assessment and action planning

i. Experience developing and delivering workshops for youth

ii. Experience in developing marketing strategies and materials

i. Thorough knowledge of local social services system and complementary resources

i. Ability to manage and supervise staff members and volunteers

ii. Effective written and spoken English

i. Fluent written and spoken settlement language

ii. Excellent organizational and leadership skills

i. Strong assessment and problem-solving skills, especially when working with staff and delivery partners

ii. Large empathetic capacity

i. Ability to work effectively, both independently and in a team, and with other professionals in the community

ii. Stress resistance

i. Ability to maintain client confidentiality

ii. Willing to accept leadership in others

i. Second language an asset

ii. Effective computer skills (Word, Excel, Powerpoint, internet, e-mail)

i. Strong cross-cultural communication skills

ii. Knowledge of current legislation and policies affecting refugees and immigrants

i. Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers

ii. Understanding of, respect for, and sensitivity to issues of culture, religion, gender, ethnicity, and sexual orientation

i. Commitment to promoting diversity in our community

ii. Understanding of the culture of non-profit organizations, non-profit experience

Apply with cover letter and resume to Meghan Mergaert, Programs Director , by email at meghan@vircs.bc.ca.

Application Deadline: June 30th at 5 pm, 2010