

JOB POSTING #2025-252-02

INTERNAL/EXTERNAL

BC/Yukon Network Local Immigration Partnership (LIP)

BC and Yukon LIP Network Convener

Wage: \$27.00 to \$30.00 per hour (depending on experience)

Part Time: 30 hours per week, Monday to Friday

Temporary to March 31, 2026

Provide Support to the BC Yukon Immigration Partnership for Integration of Newcomers

Join the team at Archway

Come Help Us Help People

Locations: Abbotsford, locations in BC and Yukon (occasional travel)

Hybrid and Outreach within the BC and Yukon regions

Job Summary:

Join us in a pivotal role as the British Columbia and Yukon Local Immigration Partnership (LIP) Convener, where you will be the driving force behind collaborative efforts to ensure the successful integration of newcomers into our vibrant communities. Working closely with the LIP Conveners from Surrey and South Okanagan at the Regional Operation Office (ROC), this position is an opportunity to lead the development, execution, and evaluation of strategic initiatives that enhance the social, economic, and cultural integration of immigrants and refugees throughout British Columbia and Yukon. You will also provide administrative support to the Abbotsford Local Immigration Partnership (ALIP) by providing online and social media updates, writing newsletters and reports, preparing documents for marketing and communications, preparing and responding to e-mails, and assisting with other program administrative tasks.

Your Role:

Archway's BC Yukon LIP Support Worker with the BC/Yukon Network Local Immigration Partnership (LIP) contributes by:

- Spearheading or assisting in the creation of an annual collaborative plan in consultation with LIP community partners, setting the course for impactful initiatives.
- Identifying or assisting in identifying and prioritizing needs, opportunities, and strategic directions for local immigration partnerships to foster innovation and progress.
- Assisting in cultivating strong relationships and collaborates with local governments, community organizations, businesses, and service providers to amplify integration efforts.
- Assisting in organizing and facilitating engaging meetings with community partners and LIP Coordinators to collaboratively address progress, challenges, and emerging opportunities.
- Overseeing or assisting in the planning and execution of bi-annual BCY LIP/RIF networking conferences, ensuring dynamic content development, seamless logistics, and active participant engagement.
- Assisting in the monitoring and evaluation of program effectiveness, providing insightful recommendations for improvement grounded in feedback and data analysis.

- Sharing best practices for immigrant and refugee integration, sharing invaluable knowledge and resources to enhance the capacity of local organizations to serve newcomers effectively.
- Assisting in developing and disseminates compelling communication materials that inform community partners and the community about the LIP's initiatives and achievements, fostering transparency and engagement.
- Assisting in preparing regular, insightful reports on program activities, outcomes, and financials to be shared with partners, funders, and the community, ensuring accountability and open communication.
- Planning and assisting in the implementation of workshops, training and education to businesses, community organizations, school classes, youth/adult programs, and newcomers who have experienced discrimination.
- Communicating and managing correspondence, reminders, follow-ups and logistical needs for meetings and events.
- Ensuring the programs' online social media presence, and provides regular online and social media updating, including updating the Media and Communications Strategic Plan.
- Writing newsletters and other correspondence relating to the programs.
- Responding to inquiries from the public, in person, via e-mail, or over the phone, and addresses needs.
- Designing posters and brochures in partnership with Marketing and Communications to promote the programs.

This position is a great fit for someone who wants to play a vital role in shaping the future of our communities by supporting the successful integration of newcomers!

Our Offer

- Wage: \$27.00 to \$30.00 per hour (depending on experience).
- A part-time position at 30 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- This position may become a full-time position, at 35 hours per week, depending on funding.
- Temporary until March 31, 2026.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Pro-rated three wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Bachelor's degree in social sciences, human services, public administration, or a related field.

- Master's degree in social sciences, human services, public administration, or a related field is preferred.
- Proven and demonstrated experience in community engagement, program development, and management, preferably within a multicultural environment.
- Experience in managing data.
- Experience in networking and building and maintaining relationships with clients and community partners.

The Job Requires you to have:

- A strong understanding of immigration policies, integration challenges, and the resources available for newcomers in British Columbia and Yukon.
- Exceptional interpersonal and communication skills, with an innate ability to build lasting relationships with diverse community partners.
- Strong organizational, time management, and project management skills; adept at juggling multiple priorities and balance and manage competing projects efficiently.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint to create reports, budgets, presentations, and communication with Archway staff, clients, and community partners.
- Knowledge and ability to use database programs and reporting tools.
- Skills in using virtual meeting platforms such as Zoom and Microsoft Teams.
- Ability to speak a second language an asset, with a preference to those who are able to communicate in French.
- Skills in writing reports and newsletters.
- Ability to use social media platforms.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is May 11, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-252-02 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-252-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employee