



# **Local Immigration Partnership (LIP) – Special Projects**

## **21 Hours per week until September 2024**

### **Position Summary:**

Work in partnership with the Local Immigration Partnership Coordinator to oversee a variety of special projects to increase community capacity for newcomers.

Some occasional evening hours may be required.

### **Qualifications:**

#### *Education, Training and Experience:*

- Diploma in Human/Social Services or related field.
- Minimum two (2) years recent related experience working with immigrant services.
- Experience with public speaking and event planning.
- Demonstrated experience in developing and maintaining community partnerships to catalyze collaboration.
- Experience recruiting and managing volunteers.
- Experience working with Indigenous populations.

#### *Job Skills and Ability:*

- Must be people oriented, outgoing, dynamic and resourceful.
- Excellent organizational, project management and problem solving skills.
- Understanding of immigrant settlement, diversity and integration issues.
- 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.
- Valid Driver's License and reliable vehicle with appropriate insurance.

### **Key Duties and Responsibilities:**

1. Assist in 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. Assist with the day-to-day operation of the program by ensuring 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. Attend 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. To assist with LIP website and social media.
6. Recruit and train volunteers to assist with the program.
7. Assist with leading program development, policy and procedure formulation, and program evaluation.

8. To promote public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
9. 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.
10. To represent the organization and program at external events.
11. Conduct research to enhance the newcomers' cultural and community integration in meeting the LIP strategic plan.
12. To monitor program expenditures within the existing budget allowance and make budget recommendations.
13. To maintain financial records in accordance to established procedures.
14. To maintain related records and statistics and produce reports as required.
15. To prepare and submit monthly program activity report to supervisor.
16. To attend meetings and workshops as required.
17. Complete all mandatory learning requirements.
18. Performs other relevant duties as required.

**General:**

- Wage rate as per BCGEU Collective Agreement, Program Coordinator 1 – Grid 12 - \$28.32, plus health and dental benefits.
- 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 LIP Coordinator.

**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](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, September 28, 2023