

Position Title: NSIIP Program Assistant
(35 hours a week)
Department: North Shore Immigrant Inclusion Partnership (aka North Shore Local Immigration Partnership)
Reports to: NSIIP Partner Liaison & Coordinator

SUMMARY

NSIIP is a community planning table that addresses the issues of settlement of new immigrants into the community. Under the direction of the NSIIP Partner Liaison & Coordinator, the NSIIP Program Assistant will provide support to NSIIP's daily operations, including providing logistical and administrative support for NSIIP meetings, maintaining stakeholder lists, creating and updating content for NSIIP's website, social media channels and community presentations, and tracking and maintaining resources for NSIIP's membership. We are seeking an experienced individual who can work independently and who has demonstrated communications and administrative experience. This is not an entry level position.

DUTIES

1. Becomes familiar with the NSIIP objectives and activities and understands clearly his/her role in achieving the goals and outcomes for the LIP contract.
 2. Under the direction of the Partner Liaison & Coordinator, coordinates logistics and communications with NSIIP members including meeting scheduling, minute-taking and distribution, ordering supplies, booking meeting venues, etc.
 3. Creates and maintains a library of relevant resources for members on immigration trends and promising practices related to settlement & integration.
 4. Creates and maintains a comprehensive stakeholder list for NSIIP communications.
 5. Creates and updates content for NSIIP's website, social media sites and fact sheets.
 6. Designs and distributes project resources including reports, newsletters, flyers, Powerpoint presentations, etc.
 7. Assists the Partner Liaison & Coordinator in the preparation of funder reports and in distributing and compiling project evaluations.
 8. Performs other duties as assigned by the NSIIP Partner Liaison & Coordinator, NSIIP members and the NSMS Executive Director.
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Qualifications - Minimum

Personal Characteristics and competencies	Astute and diplomatic, recognizes internal and external sensitivities; intuitive ability to read implications of situations. Professional Team Player – has an open and honest consistent approach to working with others.
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Knowledge	Knowledgeable about the Immigrant Services Sector and
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Job Posting

Immigrant Settlement activities. Must possess a high knowledge of standard office equipment and software applications (Outlook, Word processing, database and spreadsheets, PowerPoint and design software). Ability to work with systems-based approaches to meet LIP Council needs.

Education	Bachelor's Degree, or equivalent certificate, communications training and experience preferred.
Skills	Results driven - exceptional research, written communication, organizational and logistical skills; strong computer skills.
Experience	Experience working in a position that demonstrates communications and administrative skills, preferably in a community organization.
Desirable Skills	Experience working with a culturally diverse staff, knowledge of diversity issues. Experience working with a community planning table. Experience in planning, evaluation and an understanding of community development processes.

Salary Range: \$22-\$25 an hour depending on experience.

Resumes by April 25, 2016 to:

LIP Hiring Team
North Shore Multicultural Society
207-123 East 15th Street
North Vancouver, BC
V7L 2P7
Fax: 604-988-2960
Email: hr@nsms.ca

North Shore Multicultural Society is an Equal Opportunity Employer.
Only short-listed applicants will be contacted.