



Job Posting

Date Posted: **April 13, 2016**
Job Number: **1576**
Job Title: **Manager of Language Programs**
Position Type: **Exempt Full-Time (35 hours per week)**
Salary Range: **\$30.00 - \$34.74 per hour (plus a comprehensive benefits package)**
Start Date: **May 2, 2016**
Reports to: **Chief Operating Officer**

DIVERSEcity Community Resources Society is currently seeking applications from qualified candidates for the position of Manager of Language Programs. The ideal candidate will have experience managing staff, preferably in a large unionized setting, enjoys a fast-paced environment and seeks opportunities to expand LINC (Language Instruction for Newcomers to Canada) portfolio.

DIVERSEcity Community Resources Society is a unionized not-for-profit agency, established in 1978. We build and strengthen diverse communities by delivering the broadest range of services that embrace cultural inclusiveness and that celebrate the strengths found in our differences. We value respect, care, resiliency, diversity, leadership at all levels, innovation and trust. The Society employs an estimated 136 staff; 100 contracted interpreters and translators; and 100 volunteers who collaboratively deliver programs and services to support the successful settlement and integration of new immigrants and refugees to the communities of Surrey, North Delta, White Rock and Langley. Please visit www.dcrs.ca.

The Manager of Language Programs is responsible for the effective and efficient delivery and administration of the LINC day and evening programs. Primary responsibilities include managing the day-to-day operations of the program, staff supervision, financial management, identifying emerging needs, program reporting, assisting in the preparation of proposals and grant applications, ensuring contract deliverables are met, and participating in short term and long range program and organizational planning. Managers ensure that the delivery of programs and services comply with the Collective Agreement, Society policies and procedures, and all contractual obligations.

Qualified candidates will possess: Holds a university degree in social science and/or combination of relevant post-secondary training and experience that includes; preference for experience with literacy programs; a TESL Certificate and experience in teaching ESL; minimum of 3 years' experience in program management/supervisory position or equivalent skills and training; minimum of 3 years' experience with working in a community based non-profit society; advanced level of cross-cultural competency; knowledge of immigrant communities and settlement issues; strong organizational, time management and delegation skills.

Qualified candidates should respond by email by **4:30 pm on Thursday, April 21, 2016** to:

Tahzeem Kassam, Chief Operating Officer
DIVERSEcity Community Resources Society
13455 76th Avenue, Surrey, BC V3W 2W3
e-mail: tkassam@dcrs.ca
website: www.dcrs.ca

No phone calls please.

**Please note that only shortlisted candidates will be contacted.
A Criminal Record Check is a requirement of Employment.**