

SETTLEMENT PROGRAM ASSISTANT POSTING (21 hours per week)

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 25 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

The Settlement Program Assistant will support the Program Coordinator and Settlement Program Team to assist and support immigrants and refugees in their settlement and adaptation to life in Canada.

Job Responsibilities:

- . Provide office administrative support
- . Assist in collecting and compiling client satisfaction surveys
- . Responsible for front desk service and handling immediate issues in response to client enquiries
- . Assist in organizing special events for newcomers
- . Collect and maintain up-to-date Settlement information
- . Assist in designing and producing Program Promotion materials
- . Participate in internal and external meetings
- . Attend professional development training
- . Participate in community events
- . Design program brochures and flyers
- . Promote and disseminate settlement services through all possible channels
- . Promote and market our services to the community and potential clients
- . Provide a written report of activities in a timely manner
- . Attend regular staff meetings, agency events and community events
- . Assist with other activities as required
- . Available to work some evenings and weekend hours as needed

Skills and Qualifications:

- . Post-secondary education or training required.
- . Excellent computer skills, working knowledge of Windows operating system and Microsoft Office (Including Excel, Outlook and Access) and ability to troubleshoot computer problems.
- . Minimum two years experience working with immigrants facing settlement and adaptation issues.
- . Minimum two years experience working in a multicultural team.
- . Good understanding of barriers and challenges affecting immigrant families.
- . Good working knowledge of Canadian Culture and systems.
- . Very good knowledge of community resources and services.
- . Excellent organizational, interpersonal, and communication skills.
- . Ability to keep track of many details, work well under pressure and take initiative.
- . Fluent in English; a second language is an asset.
- . Ability to work with other office equipment (FAX, copier etc.).



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Richmond, BC V6Y 3Z5

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Fax: 604-279-7168

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- . Ability to work as a team member.
 - . Ability to perform work duties with minimum of supervision.
 - . Must have excellent time managing and organizational skills.
 - . Ability to work some evenings and weekends.

POSTING CLOSE: May 03, 2016

Position Duration: March 31, 2017

Position term: Part Time

Anticipated Start Date: ASAP

Please apply with cover letter and resume.

Attention: Ashok Rattan,
Settlement Program Coordinator
Richmond Multicultural Community Services
210 - 7000 Minoru Boulevard, Richmond BC V6Y 3Z5
F: 604.279.7168
Email: ashok@rmcs.bc.ca

RMCS is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.