



POSTING: Coordinator, Local Immigration Partnership
Part-time with possibility of Full-time, permanent position

Job Summary

The program coordinator will be responsible for organizing the activities of the Burnaby Intercultural Planning Table (BIPT) and more specifically ensure that the strategic plan developed under the Local Immigration Partnership (LIP) is implemented.

Reports To: Executive Director

About Burnaby Intercultural Planning Table (BIPT)

BIPT was formed in 2007 to help immigrant and refugee service providers share resources and identify ways to better meet the needs of the City's newcomers.

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The Table immediately attracted, and has continued to engage, senior level representation from a broad range of institutions and community agencies. Current membership includes the City of Burnaby, businesses, schools (K-12 and post-secondary), libraries, recreation facilities, cultural organizations, policing, volunteerism and refugee, community, legal, family and women's services.

Key Duties and Responsibilities:

- Publicize and promote the work of BIPT
- Represent the work of the Burnaby Intercultural Planning Table and promote the strategic plan developed
- Work with the BIPT membership to develop action plans with specific, measurable and time-bound activities to implement the community's strategic priorities
- Work with the BIPT membership to plan and hold a forum to present the strategic plan and facilitate working groups to implement the goals of the strategic plan
- Produce monthly and quarterly reports
- Support the development of local action to increase labour market attachment for new Canadians (potential partners include: Burnaby Board of Trade, Fraser Health, The Burnaby School District, BC Hydro)
- Research potential funding opportunity to resource the activities of the BIPT
- Facilitate regular meetings of the immigrant advisory committee
- Performs other related duties as required

Education, Training and Experience:

- A degree in social work, adult education or other relevant human services field, or the equivalent combination of education and experience.



- Three years' experience working in multicultural, community-based services facilitating groups and providing one-to-one services to individuals who are dealing with multicultural and/or immigrant settlement issues, poverty, family functioning, parenting, or other related issues
- Personal experience of the settlement and integration process
- Fluency in English (written and spoken)

Job Skills and Abilities:

- An understanding of cultural competency with an ability to be culturally sensitive, respectful, confidential and caring when dealing with diverse values, beliefs and lifestyles
- Demonstrated knowledge and skills in group process and facilitation
- Demonstrated good community and program development skills
- Demonstrated knowledge of immigration systems and immigrant serving community organizations
- Ability to work independently in a team culture with good organization, time and self-management skills
- Excellent interpersonal behavior and stress management skills
- Proficient in the use of Microsoft Office
- Multilingual ability an asset

Additional Information:

- Valid Driver's License and available vehicle
- No relevant criminal record
- This position is required to work in a stressful environment, often dealing with clients in difficult or crisis situations. Also required is the ability to function independently while managing more than one group at a time and with a flexible schedule, depending on clients' availability. Direct delivery of program activities may include driving, standing, sitting, walking, climbing stairs, and carrying moderate weight
- Work schedule is 20-35 hours per week comprised of time spent on outreach, group facilitation, coordination, and administration as directed by the Manager to adequately cover programming

➤ **Hourly rate:** \$23.69

- Comprehensive dental and health benefits are made available once the candidate has passed the probationary period.

➤ Apply by submitting a **cover letter** and **resume** with relevant experience to mpouliot@burnabyfamilylife.org, with attention to Michel Pouliot.

- Deadline: March 23, 2016 at 3PM. Subject line must read: LIP Coordinator
- Only those selected for an interview will be contacted. No phone calls please.
- For more information about our organization, please visit www.bipt.ca