

**NOTICE OF JOB VACANCY (Posted: September 6, 2016 – September 16, 2016)****Job Competition #: 2016-Settlement-14****Position: Manager**

Settlement and Moving Ahead Programs – New Westminster Location  
Regular full-time position at 35 hours per week, Monday – Friday, some evenings/weekends starting immediately

**Summary:**

Reporting to the Senior Manager, and consistent with ISSofBC policies, procedures and standards is responsible for the achievement of goals and objectives for the Settlement and Moving Ahead programs and activities in a designated service area. Provides specialized service support (Moving Ahead Program) for the entire settlement program.

**Qualifications:**

Baccalaureate in Social Services, Business, or related discipline supplemented by a minimum of two (2) years related experience in a supervisory/managerial capacity, OR an equivalent combination of education, training and experience acceptable to the employer.

**Core Competencies:**

Demonstrated ability to communicate effectively in both written and oral English.  
Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from differing cultural and linguistic backgrounds.  
Proven organizational and administrative skills, experience developing and operationalizing programs or projects.  
Knowledge of and experience in developing and managing funded programs.  
Demonstrated management skills in program/service delivery, promotion and marketing.  
Demonstrated leadership, teamwork and supervisory skills. Proven ability to lead a diverse multi-disciplinary team of employees in multiple locations.  
Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.  
Proficiency in all aspects of Microsoft Office Suite.  
Possession of and the ability to maintain a clear provincial criminal record check.  
Ability to set and maintain boundaries with clients and manage self-care.  
Ability to carry out the duties of the position.

**Email applications must include “2016-Settlement-14” in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

**Closing Date: By 4 pm on September 16, 2016**

**Salary Rate: \$24.77 - \$26.28 per hour**

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.