



28 West Pender Street, Vancouver, B.C. V6B 1R6

Title: PROJECT COORDINATOR, Tri-Cities Local Immigration Partnership

Nature: Full time (35 hours per week)

Reports To: Director of Operations

Nature:

Duties: Working closely with a project team and the co-chairs of the Tri-Cities Local Immigration Partnership (LIP) Council, the Project Coordinator provides support to the planning and implementation of the Tri-Cities Local Immigration Partnership Project. Major responsibilities include project and financial management, outreach, research, project and financial reporting, event coordination, and communications in relation to LIP.

Job duties include but not limited to the followings:

Key Duties and Responsibilities:

1. Ensure that the project meets and exceeds the set targets of project deliverables and outcomes.
2. Work with the project team to prepare a LIP project work plan and schedule.
3. Work with the project team to identify and reach out to potential LIP Council member.
4. Provide support to LIP Council and Working Group meetings.
5. Coordinate research/community engagement activities.
6. Liaise with researcher(s)/consultants in the implementation of research projects.
7. Provide support and facilitation to some of the research components where possible.
8. Develop strong relationships with local government, organizations, and other community stakeholders.
9. Organize community forums to dialogue with the community about LIP.
10. Assist in the development of tools and activities to communicate the Tri-cities LIP information and activities to its stakeholders and the community of interest.
11. Manage the annual operating budget of the project.
12. Develop the cash flow, prepare monthly/quarterly expense claims, financial and narrative reports for IRCC.
13. Supervise program assistant in the daily operation of LIP Secretariat.
14. Responsible for the site management of the physical location in order to ensure that the Secretariat operates smoothly.
15. Liaise and address questions regarding LIP operation from IRCC.
16. Perform other program related duties as requested by the immediate supervisor.

Qualifications:

1. Degree in Business Administration, Social Sciences, or equivalent.
2. Excellent organizational and project management skills and experience.

3. Understanding of practices of social inclusion, community development, diversity and experience of working in multicultural settings.
4. Proven experience of working with multiple stakeholders to catalyze collaboration.
5. Financial management, program and community development experience.
6. Minimum of 3 years of working experience.
7. Experience with developing and managing government funded programs an asset.

Job Skills and Abilities:

1. Fluent in English (reading, speaking and writing).
2. Ability to speak another language is an asset.
3. Demonstrated leadership abilities and sound judgment.
4. Ability to work independently and in a team environment.
5. Effective communication and public speaking skills.
6. Demonstrated organizational and program management skills.
7. Knowledgeable of the Tri-cities.

Duration: September, 2016 to March 31st, 2017 (the position will be extended depending on funding availability)

Salary: \$30.00 - \$32.00 per hour

Interested persons, please email Dilys Ho at dilys.ho@success.bc.ca your resume & cover letter on or before noon on Monday 19 September, 2016.

Only those selected for an interview will be contacted.

*** Resume including the cover letter should not be more than 3 pages.**