



## **Inclusive Communities Program Coordinator**

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 30 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

Position: Inclusive Communities Program Coordinator

### **Job Responsibilities:**

- Manage multiple community engagement, research and media programs
- Manage budgets
- Interview, hire, train and evaluate staff
- Maintain and update staff personnel files
- Complete grant and funding applications
- Complete monthly and final reports as required by funders
- Develop and maintain strategic partnerships with community organizations, municipal government and the business community
- Plan meetings and support subcommittees for Richmond's Local Immigration Partnership (LIP) also known as the Community Collaboration Table (CCT)
- Oversee development and implementation of the local settlement strategy
- Oversee evaluation and monitoring of implementation activities
- Secure sponsors and donors for non-funded implementation activities
- Participate in agency management team meetings/activities
- Supervise program assistant in the daily operation of LIP Secretariat
- Provide expertise to other organizations, businesses and individuals about diversity and inclusion
- Facilitate focus groups and dialogues
- Conduct weekly team meetings

### **Skills and Qualifications:**

- 5+ years experience working in the multicultural sector with a strong understanding of diversity, anti-racism, immigrant integration challenges and barriers
- 5+ years of interactive facilitation experience
- Proven experience conducting and/or overseeing mixed-method research, techniques and best practices
- Proven experience in completing successful grant and funding applications as well as securing sponsors and donors
- Strong public speaking and presentation skills
- Exceptional interpersonal, communication and leadership skills
- Creative thinker, dynamic, highly motivated individual
- Expertise with Microsoft Office and desktop publishing programs (Publisher)
- Strong working knowledge of community and resources in Richmond
- Post-secondary degree in related field



POSTING CLOSE: October 3-2016

Please apply with cover letter and resume

Attention: Yoshimi Vanrenen, Executive Assistant  
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RMCS is an equal opportunity employer. We thank all applicants for their interest.  
However, only those selected for an interview will be contacted.