

PROGRAM DIRECTOR

Job Summary

Position:	Program Director (1-year maternity leave backfill)
Purpose:	The Program Director is responsible for the strategic development and implementation of AMSSA's settlement program. The Program Director plans, directs and coordinates all program activities and operations consistent with approved AMSSA policies, goals and objectives. The Program Director ensures support for the BC Settlement Sector and ensures a high standard of service delivery. The Program Director promotes AMSSA's activities through contact with community and public services, government, business, and other stakeholders.
Reports to:	Executive Director
Classification:	Contract

Duties:

Vision and Planning

- Provides leadership in the development and implementation of a BC Settlement Support Service Model that builds the service and management capacity of BC settlement services and is responsive to changing settlement patterns and changing government policy.
- Ensures BC settlement provider organisations and relevant stakeholders are engaged in a continuous planning process to best identify and respond to the emerging funding and legislation environment of the settlement service sector in BC.
- Promote a positive public image and reputation for the organization and its mission, programs, products and services.

Programs/Services

- Oversees settlement and related project contracts, ensuring their successful implementation and ensuring they are well resourced.
- Ensures all program/project objectives are met, are carried out expeditiously and are consistent with agency policies and funder requirements.
- Ensures all programs are delivered in accordance with risk management protocols and minimise organizational liability.
- Plans and develops content for in-person and online events.
- Chairs committee meetings and facilitates regional meetings and others as needed.

Affiliation of Multicultural Societies and Service Agencies of British Columbia

205 – 2929 Commercial Drive, Vancouver, BC Canada V5N 4C8

Toll Free 1 888 355-5560 • T 604 718-2780 • F 604 298-0747

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- Establishes and maintains a system of evaluation and accountability for all services/programs and ensure projects follow outcomes evaluation models.
- Develops funding proposals as they relate to settlement that are consistent with the agency's mission and goals.
- Ensures that regular reports are prepared and provided to the relevant stakeholders as per the funders reporting requirements.

Personnel Management

- Provides leadership and support to the settlement team, overseeing efficient and effective day-to-day activities.
- Ensures all settlement personnel are committed to the goals of the organization
- Ensures development, use and maintenance of appropriate job descriptions for all settlement team members.
- Participates in the recruitment, selection, orientation, training and motivation of the settlement team.
- Ensures equity and fairness in all dealings with staff and limits organizational liability.
- Fosters harmonious working relationships within the organization.

Financial Management

- Provides leadership in the preparation and implementation of the settlement budget.
- Ensures budgets and expenditures are managed in accordance with the agency's financial policies and procedures.
- Develops and implements fundraising plans and strategies as they relate to settlement.

External Communications

- Establishes and maintains effective relationships with BC Settlement Provider organisations, government officials, and community stakeholders and partners.
- Represents AMSSA to the community, government, and the media.
- Promotes public awareness of issues relating to immigration, migration and settlement.
- Acts as a resource to government and community committees.

Professional Development

- Maintains current knowledge of trends and developments through participation in National, regional and provincial meetings and committees, and through a continuous program of professional self-education.

Knowledge Requirements:

- Knowledge of legislation, official bodies and infrastructure specific to the settlement and immigration sector, employment, social service health and public service systems in BC and Canada.
- In-depth knowledge of BC and IRCC settlement service delivery models, service policies, service protocols and best practices; and of the structure, role, mandate and capacities of settlement services in BC.
- In-depth knowledge of Canada and BC's government, public and community services as they relate to the settlement service sector in BC.
- In-depth knowledge of Canada's immigration and migration policies, statistics and research.

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- In-depth knowledge of settlement support practices including information, education, and the development of best practices.
- Knowledge of equal opportunities, fairness and non-discrimination legislation.

Qualifications:

- Graduate level University degree, 5 years senior program management experience.
- Experience working in the settlement sector in a team environment.
- Knowledgeable about current issues/trends in the settlement sector.
- Demonstrated project management skills.
- Demonstrated human resource management skills.
- Strong research skills.
- Strong written, verbal and interpersonal communication skills.
- Experienced in small and large group facilitation, including in-person events.
- Detail oriented, highly organized and able to respond quickly to new or changing work demands.
- Self-motivated - able to set priorities and meet deadlines.
- Technical skills in word processing, database management.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Interested in capacity building and learning using online technology.

Conditions of Employment:

- Contract dates: Feb 2017 to Feb 2018 (Full-time position)
- Hours of Work: Full time (35 hours a week)
- Salary: \$38.23/hour
- Eligible for benefits after three months

Please reply with a resume and cover letter by April 10, 2017 to:

Sarah [redacted] Executive Director
 AMSSA
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