



RESEARCH and INFORMATION COORDINATOR

Job Summary

Position:	Research and Information Coordinator
Purpose:	The goal of sectoral support activities are to increase overall knowledge of the trends in immigration in BC and to promote dialogue and collaborate to enhance service delivery for newcomers, and promote BC community building. All settlement capacity building activities are infused with innovative approaches and are based on AMSSA's values of inclusiveness, integrity and collaboration. The Research and Information Coordinator will work closely with the Settlement Coordinator and the Language Coordinator.
Reports to:	The Program Director for daily supervision and the Executive Director for overall supervision.
Classification:	Contract

Duties:

Develops Settlement Communications Material

- Researches and develops information materials on specialized topic areas relating to immigration and settlement.
- Writes the content of information resources in a variety of formats including information bulletins, best practice toolkits, reports, online communication tools, and information sheets.
- Develops written materials with a style and focus that is suited to a broad variety of stakeholders.
- Develops graphics and graphs to demonstrate complex information effectively. Works with the Program Director on special projects as needed.

Research and Evaluation

- Curates academic, media and sectoral information networks and assists to identify current social, policy and research trends.
- Provides summaries of recent research.
- Coordinating with AMSSA's Communications Manager, provides the settlement sector with current research and reliable information in a variety of formats.
- Monitors, synthesizes and identifies policy and research trends and opportunities and develop strategies to position the sector in relation to identified trends.

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

amssa@amssa.org • www.amssa.org

- Develops, maintains, and analyzes all activity and event evaluations; creates evaluation reports and uses monitoring data to support ongoing programming decisions

Committees

- Provides administrative assistance to sectoral committees as needed, including the development of reports.
- Coordinates the Research Advisory Committee, preparing agendas and taking minutes.

Qualifications:

- University degree (graduate degree preferred), 3-5 years of experience.
- Experience working in the settlement sector in a team environment.
- Strong research skills and database management skills.
- Strong verbal and interpersonal communication skills.
- Strong writing skills and ability to write for multiple audiences.
- Detail oriented, highly organized and able to respond quickly to new or changing work demands.
- Technical skills in word processing, html, database management and with online communication technologies.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint). Experience with Adobe Creative Suite an asset.
- Self-motivated – able to set priorities and meet deadlines.

Job Specific Competencies:

Knowledge

- Understanding of communications theory and best practices in communications delivery as it relates to immigration and the settlement service sector.
- Understanding of theoretical approaches to immigration and migration including: multiculturalism, diversity, social inclusion and social sustainability.
- Understanding of discourses that relate to immigration, settlement, service delivery and management, policy and legal environments.
- In-depth knowledge of Canadian immigration laws and policies and trends in immigration and migration in BC, Canada and internationally.
- Understanding of a broad range of online communication technologies

Communications

- Ability to organize, prioritize, synthesize and adapt information to various audiences.
- Independently assimilates and composes written materials for use in a variety of formats including media article summaries, information bulletins, best practice toolkits, reports, online communication tools, webcasts and in-person presentations.
- Writes according to correct English usage and in accordance with AMSSA's communication standards and protocols as well as sectoral / industry standards.
- Understands editing requirements, standards and formats used by the communications team.
- Understands and applies communication software programs as well as other applicable technology and equipment.
- Works with communications team including contracted designers, technical and content experts where appropriate.

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

amssa@amssa.org • www.amssa.org

Research

- Effectively researches various information sources including academic articles, policy descriptions, legal information, media articles, sectoral materials and other related information sources.
- Understands academic research processes and effectively engages with academic researchers in the settlement field.
- Ability to develop, implement, and analyze activity evaluations including online surveys and questionnaires.

Contributions to project management

- Contributes ideas, recommendations and solutions to reach project goals.
- Ability to ensure actions are performed and implemented to achieve the results of the project.
- Supports the efficacy of the communications and settlement teams.

Conditions of Employment:

- Contract dates: ASAP to March 31, 2019
- Hours of Work: Part-Time (28 hours per week)
- Salary: \$27.31 per hour
- Eligible for benefits after three months

Please send your cover letter and resume to Farah Kotadia, Acting Executive Director of AMSSA at fkotadia@amssa.org by **Friday, December 8, 2017.**

Only short-listed applicants will be contacted.

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

amssa@amssa.org • www.amssa.org