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<b>Position Title:</b>	<b>Diversity Coordinator (35 hours)</b>
<b>Department:</b>	Community Connections and Diversity Services
<b>Programs:</b>	Diversity Services and Neonology
<b>Reports to:</b>	Manager of Community Connections and Diversity Services

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## Summary

NSMS is seeking an individual who has demonstrated experience and leadership in diversity programs, development and implementation. Under the direction of the Manager of Community Connections and Diversity Services, the Diversity Coordinator will have two main functions: 1. Neonology Program (60%): lead and coordinate the implementation of the program, including the development and expansion of the program, and strategies to engage participants in projects such as the Neonology Leadership Camp. 2. Diversity Services (40%): support the manager in design, delivery, outreach/marketing, facilitation and evaluation of diversity and inclusion curricula for adults and various innovative projects.

## Key Duties:

- Leadership, program development, coordination, and design/delivery/evaluation of curriculum for youth and adult audiences about diversity and inclusion.
- Facilitation: Neonology Program, Neonology Leadership Camp and various Diversity Services and innovative projects.
- Recruitment, selection/hiring, management of new staff (eg: Neonology facilitators/youth program assistant).
- Lead/host meetings and provide ongoing support as needed.
- Preparation, coordination, organization and administration of curricula/teaching materials, aids, confidential documents; including ordering supplies, booking clients/schools and securing all documents as prescribed by NSMS policies and procedures.
- Evaluation/monitor progress of Neonology and Diversity Services, including follow ups as needed such as support in schools for youth.
- Marketing/Outreach/Promotion: participate in events, seminars, meetings, school functions, youth and diversity conferences; join youth committees/organizations (eg: Youth Coalition, City Fest); use social media tools and the Neonology newsletter to solicit clients/participants for Neonology or Diversity Services; increase awareness of Neonology and Diversity Services and keep current on knowledge of services available about diversity topics, immigrant youth, and engagement strategies.
- Work with the Youth Program Assistant to provide administrative support to Neonology.
- Other duties as required.

## Qualifications

### Education

- Degree, diploma, or certificate in community development, youth leadership, diversity training, adult education, conflict resolution, dialogic models, Harwood Training and/or an appropriate combination of experience and training

### Knowledge/Skills

- Diversity, inclusion, barriers faced by immigrant youth and adults
- Innovative community engagement/development strategies/models, specifically for youth

# Job Posting

- Demonstrated ability to work with key stakeholders including staff, participants, employers, funders, and community partners
- Demonstrated ability to adapt to the learning needs of a diverse audience with diverse challenges, including those who are second language learners. Second language (Farsi/Mandarin/Cantonese/Tagalog/Korean) is an asset but not required
- Ability to compile evaluations, program reports and funding applications according to specific criteria and deadlines
- Standard office equipment: PC environment and software applications (familiarity or trained in) such as projectors, lap tops, word processing, spreadsheets, email, internet and databases, website maintenance and social media platforms
- Verbal and written communication skills

## Experience

- Leadership, program development, and community development
- Design/delivery/evaluate/monitor: diversity, inclusion, and/or conflict resolution curricula for diverse audiences, including methods/strategies/actions to address barriers faced (specifically youth)
- Classroom management & instructional skills of diverse audiences (specifically youth)
- Coordination, organizational and planning skills with an ability to multi-task and prioritize
- Facilitation, conflict resolution, interpersonal and training especially when dealing with difficult diversity issues/conversations with diverse audiences (including youth)
- Demonstrated community outreach or marketing background
- Experience in working with immigrant and refugee youth, specifically in the areas of settlement, outreach, recruitment, referral, and marketing
- Experience in working with Indigenous communities an asset
- Ability to recruit, hire and manage staff
- Experience in working with a diverse team

## Personal Suitability

- Lived experience of diversity especially related to the immigrant clients served at NSMS
- Strong understanding of working and dealing with structures that may have systemic issues of discrimination while at the same time having the ability to continue building bridges within such systems
- Demonstrated flexibility in adapting to changing priorities, work styles and cooperation in working with a wide variety of clients, colleagues, employers, and community representatives
- Sensible with sound judgment and initiative
- Empathetic and tactful
- Organized and detail-oriented

## Additional Information

- Access to use of a personal vehicle along with a BC Driver's License are assets
- Please note that flexibility to work some evenings and weekends, as needed, will be required.

## Salary Range

\$27-\$28 an hour dependent on experience



## Job Posting

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Resumes by January 5, 2018 to:

Hiring Committee  
North Shore Multicultural Society  
207-123 East 15<sup>th</sup> Street  
North Vancouver, BC  
V7L 2P7  
Fax: 604-988-2960  
hr@nsms.ca

North Shore Multicultural Society is an Equal Opportunity Employer.  
Only short-listed applicants will be contacted.