

**NOTICE OF JOB VACANCY (Posted: December 15, 2015 – December 29, 2015)****Job Competition #:** 2015-LINC-25**Position:** **Manager**  
LINC Program – New Westminister/Cottonwood/Burnaby Locations  
Regular, full-time at 32 hours per week, Monday to Thursday starting from January 25, 2016**Summary:**

Reporting to the Division Manager LINC, and consistent with ISSofBC policies, procedures and standards is, responsible for the achievement of goals and objectives for LINC programs and activities in a designated service area.

**Qualifications:**

Baccalaureate in Social Services, Business, Education or related discipline supplemented by a minimum of three (3) years recent experience in a supervisory/managerial capacity, OR an equivalent combination of education, training and experience acceptable to the employer.

**Skills and Abilities:**

Demonstrated ability to communicate effectively in both written and oral English.  
Demonstrated ability to interact with people from diverse cultural and linguistic backgrounds.  
Proven organizational and administrative skills, experience developing and operationalizing programs or projects.  
Knowledge of and experience in developing and managing funded programs.  
Demonstrated management skills in program/service delivery, promotion and marketing.  
Demonstrated leadership, teamwork and supervisory skills. Proven ability to lead a diverse multi-disciplinary team of employees in multiple locations.  
Proficiency in all aspects of Microsoft Office Suite.  
Ability to pass and maintain a clear Criminal Record Check.  
Ability to carry out the duties of the position.

Email applications **must** include "2015-LINC-25" in the subject line and can be sent to:  
jobs@issbc.org

**Closing Date:** By 12 noon on Tuesday, December 29, 2015

**Salary Rate:** \$27.25 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.