



**Vacancy posting: Competition #2020-03-03 CEC**

**Posting date:** March 3, 2020  
**Closing date:** March 20, 2020  
**Position:** Community Engagement Coordinator  
**Hours of work:** 35 hours per week  
**Reports to:** Director of Impact and Innovation  
**Rate of pay:** \$29.01 per hour (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse and vibrant community. ICA is a welcoming, passionate and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

**Job description**

As part of the Community Engagement/Impact and Innovation Team you will play a key role to establish, maintain and grow community interest, skills and capacity to welcome immigrants and refugees as active members to the CRD community. As a networker and people person, you will act as a cultural bridge connecting community resources such as programs, materials, or space from partner organizations to newcomers. By developing capacity and resources for this increasingly diverse region you will become a key contact for community members wanting to support and connect with newcomer communities. Your skills in facilitation will result in engaging community initiatives on cross-cultural, diversity, equity and inclusion awareness and lead to a more diverse and vibrant CRD community. Reports to the Director of Impact and Innovation.

**Qualifications**

Minimum three to five years of experience in community development related work, preferably involving diverse populations with different cultural, ethnic, religious and linguistic, or Indigenous backgrounds. Undergraduate degree, diploma or certificate preferred. Related professional courses on themes pertinent to diversity, multiculturalism, inclusiveness, group facilitation and welcoming communities planning. Equivalent combination of education, training and experience may be considered. Proficiency in a major immigrant language and/or immigration experience is an asset.

One to three years previous work experience in a similar environment (social services, nonprofit organization, multicultural organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds is preferred. Experience working with immigrants and/or refugees preferred.

**Key duties/responsibilities**

- Stay up to date on internal and external programming developments and current trends related to creating welcoming communities.
- Connect community resources to newcomer communities.
- Co-design and facilitate workshops, and events for community stakeholders on topics of diversity, equity, inclusion, cross-cultural communication, integration and inclusion strategies.
- Provide learning and networking opportunities for newcomers and community stakeholders.
- Work with partners including ethno-cultural associations, newcomers, employers, Indigenous partners, health, education, business, police and academic sectors.

- Work with Community Engagement/Impact and Innovation Team to deliver events, seminars and projects.
- Develop, update and enhance diversity tools and resources.
- Consult with immigrants and community stakeholders using online survey tools and focus group meetings.
- Assist with grant and funding applications: researching, writing, reviewing, and editing.
- Create content for ICA internal and external communication channels.
- Participate in training opportunities to stay current on issues impacting ICA's clients and staff.
- Participate in regular team and organization-wide staff meetings. Follow all ICA policies and administrative procedures.
- Other related duties as assigned.

### **Additional Information**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car would be an asset.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

Please submit a **cover letter and current resume (in pdf. format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to [careers@icavictoria.org](mailto:careers@icavictoria.org) by 4:30 pm on March 20, 2020.

**Please quote Competition #2020-03-03 CEC in the subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.*