



Job Description

Position: Community Engagement Coordinator
Part-time: 28 hours per week
Salary: \$26.00 per hour
Effective Date: As soon as possible
Closing Date: Friday, March 13th, 2020

Job Purpose

Pacific Immigrant Resources Society (PIRS) is a community-based, non-profit organization serving immigrant and refugee women and their young children since 1975.

The Community Engagement Coordinator reports to the Program and Operations Manager and will recruit, screen and support all PIRS' volunteers, in line with PIRS' mission, values and objectives. The Coordinator will support the board's fundraising committee, connect with potential collaborators and manage projects. The incumbent will be responsible for building and maintaining relationships with various stakeholders, including government, community and sector to increase awareness of and support for pirs programs.

Duties and Responsibilities

Volunteer Coordination

- Liaise with staff and committees to determine volunteer and practicum needs
- Develop and maintain volunteer coordination systems including volunteer role descriptions, volunteer recruitment materials and resources and ensure that proper documentation is completed for all volunteers
- Recruit, interview and assess prospective volunteers and place them appropriately
- Develop and support the delivery of volunteer training sessions, and when possible set up opportunities for mentorship and ongoing feedback
- Develop and monitor practicum placements of PIRS program participants
- Establish and maintain relationships with collegiate institutes to identify quality practicum students to support organizational capacity, and monitor student practicum placements and evaluation
- Ensure that appropriate policies, procedures and practices are developed, maintained and communicated to staff and volunteers
- Provide leadership and support to staff in the effective use, supervision and recognition of volunteers
- Assist in recognizing and rewarding volunteer service (programs, operations and board level)
- Promote and support the volunteer participation of immigrant women within PIRS and within the larger community
- Deliver workshops and presentations on volunteering to PIRS program participants and other participants associated with community/sector partners/collaborators
- Maintain ongoing contacts with volunteer agencies and community groups
- Prepare reports and statistics as required
- Participate in staff and other meetings as required



PACIFIC IMMIGRANT RESOURCES SOCIETY

1874 Kingsway, Vancouver BC V5N 2S7

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info@pirs.bc.ca | www.pirs.bc.ca



Member Agency

United Way
Lower Mainland

Community Engagement

- Represent and promote PIRS in the community as required
- Participate in and support the fundraising activities including working with the Fund Development Committee
- Attend networking events as appropriate
- Connect with potential collaborators in community, government and sector
- Manage CRM systems, ensure accurate and up to date documentation for ease of reporting (i.e. manage interactions with volunteers, donors, partners, collaborators, and clients - prospective, active and past relationships)
- Conduct workshops and presentations about PIRS where appropriate
- Help implement plans to engage stakeholders and volunteers

Qualifications

- Excellent written and verbal communication skills
- Strong interpersonal skills in establishing successful working relationships both internally and externally
- Experience working on group programs and volunteer or practicum placements
- Knowledge of immigrant issues, especially those relevant to women
- Ability to work in a team environment and independently
- Strong team building, cross-cultural, and interpersonal skills, with a professional presence and an ability to interact with a diverse audience
- Attitudes and values compatible with the goals and philosophy of PIRS
- Public speaking abilities and leadership qualities
- Additional language an asset

Application Details

This position requires a criminal background check.

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society
1874 Kingsway, Vancouver, BC V5N 2S7
Email to: training@pirs.bc.ca

DEADLINE FOR APPLICATIONS: Friday, March 13th, 2020

We thank everyone for their interest. Only those shortlisted will be contacted.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

