



Internal/External

Manager-

Newcomers and Community Building Program



Best Workplaces™

100-999 Employees

CANADA

2019

POSITION: Manager- Newcomers and Community Building Program (NCBP)

DEPARTMENT: Family and Settlement Department

POSITION FUNCTION:

This position is responsible for managing the Newcomers and Community Building Program. The position will support and manage a team of settlement workers and Culture Connections Social Mentoring Facilitator, ensure successful development, implementation and evaluation of settlement programs and achieve contractual outputs and outcomes. Under the supervision of the Senior Manager of Settlement and Integration Programs, the manager of NCBP will work collaboratively through an Integrated Services Approach with MOSAIC Settlement, Language, Employment, Refugees and Migrant Workers Programs, Specialized and Children and Family programs, co-location agencies, community organizations and stakeholders.

QUALIFICATIONS:

- Be knowledgeable about settlement services, program management, staff supervision, financial management, stakeholder relations, community development practices and programming with an emphasis on capacity building and coordination;
- Have a tracked record of working experience (more than 5 years) in the immigrant settlement sector;
- Have a proven leadership and supervisory skills of directly managing a team of 10 and more;
- Be able to mentor, coach and act as knowledge resource to the team
- Be highly skilled in proposal and report writing
- Have Bachelor's Degree in Social Work, Psychology, or other areas in humanities, or equivalent knowledge, skills and experience;
- Have excellent written and interpersonal communication skills;
- Have a strong work ethic;
- Be highly organized, adaptable, flexible and innovative;
- Will possess a strong working knowledge of standard office equipment and software applications (word processing and spreadsheets);
- Fluency in a second language and car ownership are considered assets.

HOURS: 35 hrs per week

STARTING PAY: \$27.78-\$29.48 per hour



A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: MOSAIC
Attn: dlee@mosaicbc.org
Please reference “Manager (NCBP)” in the subject line of your application (résumé and cover letter via email). No telephone calls please.

DEADLINE: Ongoing until a suitable candidate is hired

NOTE: Only those selected for an interview will be contacted.

Posting Date: August 17, 2020

MOSAIC is committed to promoting equal employment opportunities for all members of the community

