Vacancy Posting – Competition #2021-10-05 PSR-CC

Posting date: October 5, 2021
Closing date: Ongoing posting until the position is filled
Position: Private Sponsorship of Refugees (PSR) Capacity Coordinator
Hours of work: 35 hours per week
Contract period: October 2021, to March 31, 2023
Reports to: PSR Manager
Rate of Pay: $29.59 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
Under the direction of the PSR Manager, this position coordinates the implementation of the IRCC-funded project, “Private Sponsorship of Refugees on Vancouver Island: Enhancing sponsor capacity and “family-linked” sponsors’ program competence”. Coordinates engagement with ethnic/immigrant communities in Greater Victoria and other areas of Vancouver Island served by members of the Vancouver Island Immigrant Welcome Centre Alliance (“Alliance”). Increase visibility and outreach to sponsors that are organizationally or geographically remote to strengthen regional capacity and provide supports to diverse groups of sponsors. Engages the leadership of ethnic/immigrant communities to transmit information about the PSR Program to current and future “family-linked” sponsors who experience difficulties navigating mainstream systems due to language barriers or understanding social norms or soft skills. Collaborates with Refugee Sponsorship Training Program, Vancouver office, where appropriate. Oversees the development and dissemination of materials (curricula, multi-language information sheets and Web resources) via regular mail, mailing lists and listservs, and Webinars. Reports to the PSR Manager.

Qualifications
- Post-secondary education in social sciences, refugee/forced migration studies, community development, adult education, or related field.
- Previous experience working in the Private Sponsorship of Refugees Program.
- Familiarity with the resources provided by the Refugee Sponsorship Training Program.
- Skilled in Microsoft Office (Word, Excel, Teams), Webinar and virtual meeting platforms (esp. Zoom), email and calendar maintenance.
- Experience designing training curricula for diverse adult learners with varying levels of linguistic competence in the English language.
- Experience writing information materials in plain language for diverse audiences with varying levels of understanding regarding complex legal concepts.
- Keen understanding of diversity issues to work with persons from diverse cultural and ethnic backgrounds.
- Experience working with immigrants, refugees, and Indigenous partners, and understanding of refugee issues.
- Previous work experience within social services, not-for-profit, and/or multicultural environment.
- Proficiency in a settlement/resettlement language (Arabic, Tigrinya, Amharic, Oromo, Somali, Persian) preferred.
• Indigenous cultural competencies and/or lived experience with Indigenous communities welcomed.

**Key duties/responsibilities**
• Outreach and provide training to ethnic/immigrant associations and organizations whose communities constitute the majority of those referring refugees to the PSR Program.
• Establish relationships of respect and trust with the leadership of ethnic/immigrant associations in Greater Victoria and up-Island in communities served by the other Alliance members (Duncan, Nanaimo, Campbell River/Comox Valley).
• Work with interpreters to deliver training in main family-linked sponsor languages (Arabic, Tigrinya, Amharic, Oromo, Somali, Persian).
• Develop training curricula appropriate for virtual delivery in Project Year 1 and In-Person delivery in Year 2.
• Oversee the development and dissemination of multi-language Web and print materials in main refugee sponsor languages. Materials are sensitive to specific challenges experienced by “family-linked” sponsors.
• Work feedback from training sessions iteratively into the development of Web materials.
• Engage RSTP Vancouver in project activities, as appropriate, and aim at increasing their visibility and outreach to Vancouver Island sponsors.
• Collaborate with RSTP and SAH Association to disseminate materials developed across Canada.
• Conduct a Webinar for sponsors in collaboration with RSTP and the SAH Association to socialize the new materials that have been developed.
• In all project activities, collaborate with the three other members of the Alliance to ensure the project’s reach extends to central/north Vancouver Island.
• Ensure compliance of all materials produced with ICA’s branding and the funder’s requirements regarding acknowledgments and branding.
• Monitor the effectiveness of the project in “real time” by working with family-linked sponsors sponsoring under ICA’s Sponsorship Agreement with IRCC; and staying in close contact with the Cowichan Intercultural Society, the other Sponsorship Agreement Holder in the Alliance.
• Create awareness of anti-oppressive/social justice issues.
• Participate in training opportunities to stay current on issues impacting ICA’s clients, staff, and refugee sponsors. In particular, participate in all engagement opportunities organized by RSTP and the SAH Association.
• Participate in regular team and organization-wide staff meetings; Follow all ICA policies and administrative procedures.

**Additional Information**
• Travel to community locations within Greater Victoria and to locations in Duncan, Nanaimo, and Campbell River/Comox Valley 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. All overtime must be approved in advance.
• Valid BC driver’s license and access to a car is essential.
• As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

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 This is an ongoing posting until the position is filled. **Please quote Competition #2021-10-05 PSR-CC 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.*