Project Coordinator

Closing date: January 5, 2022
URL: https://successbc.ca/jobs/12251-project-coordinator/

<table>
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<th>Job Type</th>
<th>Temporary Full-Time</th>
<th>Code</th>
<th>12251</th>
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<tbody>
<tr>
<td>Salary</td>
<td>$38.11</td>
<td>Hours</td>
<td>35 hours per week</td>
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<tr>
<td>Job Number</td>
<td>12251</td>
<td>Location</td>
<td>Tri-Cities</td>
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<td>Reports To</td>
<td>Program Manager</td>
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Division: Tri-Cities Local Immigration Partnership (LIP)

Program: Anti-Oppression in Immigrant Services Project

Number of Positions: 1

About the Position:

The Project Coordinator is responsible for the overall planning, delivery and evaluation of the Anti-Oppression Framework in Immigrant Services project funded by Immigration, Refugees and Citizenship Canada (IRCC) under SDI (Service Delivery Improvements). This position works with the Tri-Cities Local Immigration Partnership (LIP) team in ensuring that the Anti-Oppression Framework in Immigrant Services project is fully executed.

Reports to: Program Manager

Key Duties & Responsibilities:

- Engages with immigrant-serving agencies across different levels to understand their needs and ensures that their needs are reflective of project objectives and activities
- Collaborates with project partners and community stakeholders in developing and implementing project work plans, including an evaluation framework to track project progress
- Works with the Tri-Cities LIP Manager and steering committee members in planning, developing, and implementing all aspects of capacity building activities, coaching
• Develops and delivers the project’s communications plan in collaboration with other staff members and steering committee
• Facilitates project steering committee meetings, builds partnerships with target sectors, and acts as the first point of contact for program stakeholders and immigrant-serving agencies
• Ensures deliverables and outcomes meet project goals and expectations
• Engages with community partners to communicate project progress and sustainability support requirements
• Identifies potential opportunities to support sustainability plans for the project
• Oversees financial aspects of the project
• Reports on deliverables and outcomes from action plans
• Other project related duties as assigned by the Program Manager

Qualifications & Experience:

• Bachelor’s degree in Social Sciences or related discipline
• Experience in project coordination, preferably for immigrant communities
• Experience in community development
• Experience working in the immigration and settlement sector
• Experience working with diverse client population groups
• Knowledge and understanding of diversity, anti-oppression framework, and social inclusion best practices
• Knowledge of resources for newcomers and immigrants

Job Skills & Abilities:

• Excellent project coordination and management skills
• Excellent organizational and time management skills
• Excellent computer skills in MS Office suite
• Excellent written and oral communication skills
• Excellent public speaking skills
• Excellent interpersonal and relationship management skills
• Ability to connect, engage, build relationships, and work with a wide range of community stakeholders and partners
• Ability to work with private and confidential information
S.U.C.C.E.S.S.

- Ability to work independently and as a part of a team

Other Requirements:

- Criminal Record Check Required
- Able to work on weekends and evenings as required

S.U.C.C.E.S.S. embraces diversity and encourages all qualified applicants to apply. Interested candidates please apply by emailing your application including the following e-mail subject line “Project Coordinator” by 5:00pm January 5, 2022 and submitting resumes to: Thabata.dacosta@success.bc.ca

While we appreciate all applications, only those selected for an interview will be contacted.