Project Services Officer

Closing date: January 5, 2022
URL: https://successbc.ca/jobs/12252-project-services-officer/

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Temporary Full-Time</th>
<th>Code: 12252</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$27.68</td>
<td>Hours: 35 hours per week</td>
</tr>
<tr>
<td>Job Number</td>
<td>12252</td>
<td>Location: Tri-Cities</td>
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<tr>
<td>Reports To</td>
<td>Program Manager</td>
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</tbody>
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Division: Tri-Cities Local Immigration Partnership (LIP)

Program: Anti-Oppression Framework in Immigrant Services Project

Number of Positions: 1

About the Position:

The Project Services Officer is responsible for providing project administrative support to 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:

- Works with the Tri-Cities LIP Manager and staff team to plan, develop and implement all aspects of capacity building activities, coaching sessions, project work plan monitoring, and logistics arrangement with multiple stakeholders (including steering committees, venue and catering contractors, and equipment rental)
- Assists with the organization, analysis, presentation, and distribution of project information in accordance with the project work plans
S.U.C.C.E.S.S.

- Addresses immediate requests and provides information and assistance to event registrants, speakers and collaborators
- Monitors and tracks performance indicators related to the project
- Liaises with the project team, including steering committee, project partners and other departments to communicate progress on project activities
- Oversees financial aspects of the project, including purchasing and reconciliation of the budget
- Provides administrative assistance for all project meetings and steering committees, including taking minutes, developing reports, and creating action plans
- Provides information and support to members of the steering committee, project partners and public
- Supports volunteers who participate in project activities
- Supports the ongoing maintenance of the project’s promotional channels, such as website, social media, and e-newsletters
- Other project related duties as assigned by the Program Manager

Qualifications & Experience:

- Post-Secondary education in Social Sciences, marketing or related discipline
- Experience working in the immigration and settlement sector
- Experience working with diverse client population groups
- Experience in event planning and project coordination
- Knowledge of basic accounting, such as budgeting, purchasing, and reconciliation
- Knowledge of social media marketing and promotion resources
- Knowledge of resources for newcomers and immigrants
- Knowledge of diversity, inclusion, and anti-oppression framework

Job Skills & Abilities:

- Excellent organizational and time management skills
- Excellent computer skills in MS Office suite
- Excellent social media usage skills
- Excellent written and oral communication skills
- Excellent interpersonal and relationship management skills
- Ability to connect, engage, build relationships, and work with volunteers
- Ability to work with private and confidential information
- Ability to work independently and as a part of a team
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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 Services Officer” 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.