Employment Opportunity

Position: Facilitator – Women Leadership and Development Program

Hours: between 25 and 35 hours a week, depending on availability and funding

Location: Virtual and onsite work in Surrey, New Westminster, Burnaby, Vancouver as required

Compensation: $28.00/hour

Start date: January 4th, 2021

Interviews will be taking place on a rolling basis until the right candidate is hired

About PIRS

Established in 1975, Pacific Immigrant Resources Society (PIRS) is a pioneer and leader in the provision of programs that develop immigrant and refugee women’s knowledge, skills and confidence. Our mission is to empower immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based, accessible and inclusive programs. For more information visit http://pirs.bc.ca

Working closely with the Women Leadership and Development team, the Facilitator will co-deliver Building Bridges, LEAD, Immigrant Women Advisory Committee (IWAC) programs and support special projects and initiatives as required. This role also involves outreach support for program participants.

Duties and Responsibilities

Facilitation

- Implements curriculum and lesson plans for targeted programs to meet the specific needs of various immigrant women following the PIRS curriculum framework
- Plans for guest speakers, field trips and special events in consultation with other WLD team members
- Establishes clear objectives for all program sessions and communicates those objectives to the participants
- Develops respectful, collaborative relationships with clients using a client-centered and learning-focused approach
- Provides a positive environment in which participants are encouraged to actively engage in the learning process
- Delivers the curriculum in accordance with PIRS’ mission and standards
- Provides feedback on the curriculum to better meet the needs of the program goals
- Prepares materials and training rooms for the program
- Prepares and reviews program-related communication, fundraising and promotional materials in collaboration with other team members
- Uses various adult learning methods and techniques to share information and resources
- Works collaboratively with co-workers to coordinate and enhance the program
- Works collaboratively with the staff of the host site
Administration

- Participate in regular team meetings
- Participate in orientation and training sessions as required
- Keep participant attendance records
- Submit narrative and assessment reports as required
- Submit required paperwork on time (time sheets, expenses, etc.)
- Participate in program evaluation reviews
- Liaise with PIRS administrative staff, community partners, and co-sponsors

Recruitment:

- Promote PIRS programs to community organizations, settlement services and individuals in the community
- Conduct all activities related to participant recruitment such as presentations, marketing and intake
- Welcome and register new participants and their children
- Represent PIRS at community events as required
- Maintain and submit enrolment fees / registration statistics (all participants and volunteers) monthly

Outreach:

- Provide integration and support services to immigrants and refugees in keeping with PIRS’ mandate
- Provide one-on-one support to individuals in PIRS programs
- Provide cultural interpretation and language support as required
- Encourage and support participants’ access to other resources and services through information, referral and bridging services as required

Qualifications

- Demonstrated facilitation and outreach skills
- Ability to adapt and learn quickly; growth mindset
- Ability to deliver content from various fields (i.e. leadership, mental wellness, employment) and lead courageous conversations around such topics as racial justice, colonization and others
- Demonstrated experience facilitating group programs for immigrant and refugee women
- Experience facilitating groups with unique needs is an asset
- Knowledge of immigrant and refugee women’s issues (including those living with a disability)
- Ability to speak and write English fluently
- Additional language(-s) is an asset
- Ability to communicate effectively in a cross-cultural setting and practice cultural humility
- Ability to work independently and collaboratively
- Knowledge of relevant community resources and services
- Proficient computer skills, including Microsoft Office, Google Suite, Slack, Zoom, etc.
- Strong interpersonal skills and an interest in women’s issues and community building
- Have an understanding of trauma-informed and a trauma sensitive education setting
- Attitudes and values in line with the goals and philosophy of PIRS
- Possession of non-judgmental and genuinely positive attitudes (culture, religion, race, gender, sexuality, special needs, etc.) and freedom from stereotypes
- Understanding of the intersecting barriers and unique needs of immigrant and refugee women
Working Conditions
- This is a part-time position, with varying program hours and program locations
- Evening and some weekend work required
- Program delivery activities may require a moderate level of physical fitness to carry out duties of the position

Application Details
Please send resume and cover letter outlining relevant experience to Sanzida Habib, Women Leadership and Development Program Coordinator/Facilitator at your earliest convenience and before December 16th: shabib@pirs.bc.ca

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.