**Job Title:** Program Assistant – Surrey Local Immigration Partnership

**Status:** Regular, Full Time  
**Hours:** 35 Hours a week  
**Schedule:** Monday - Friday  
**Grid:** 10  
**Rate:** $21.63/hr

**Date Posted:** January 18, 2022  
**Closing Date:** open until filled

Please note that internal applicants must apply by **January 25, 2022**, internal applications received after this date will not be considered as internal and seniority will not apply – position will remain open until filled.

**The Opportunity:**

DIVERSEcity Community Resources Society is currently seeking applications from qualified candidates for a regular, full-time position for the role of **Program Assistant** to work with our Surrey Local Immigration Partnership (LIP) team in Surrey, BC.

Reporting to the Surrey LIP Project Manager, the Program Assistant is responsible for administrative duties to support the Surrey Local Immigration Project, a community partnership that brings diverse voices together to build an equitable and inclusive city where all immigrants, refugees and citizens thrive. The Surrey LIP works with external consultants, partners and volunteers to conduct community-level research and consultation. The membership of the LIP has identified research purposes and guides this work from inception to completion.

As the successful candidate, you are passionate about community programs for migrants from diverse backgrounds and you envision your administrative work as a key factor in making these services of the highest quality. You are highly organized, task oriented, and have excellent organizational and time management skills. While you are able to work independently with ease, you also thrive as a member of a large, multidisciplinary team.

**Key Responsibilities:**

• Assisting the LIP Project Manager with all of the project deliverables to ensure that the project meets and exceeds the set targets;

• Works with the LIP Management team to collect data for the cash flow budgets, assists with preparing monthly expense claims, financial and narrative reports;

• Assists Surrey LIP volunteers and consultants with Surrey LIP Project initiatives, meetings, events and administrative tasks;

• Assists with organizing all required LIP Committee Meetings, including but not limited to preparing meeting space, agendas, minutes;
• Take and compiles all LIP Committees, Advisories and Working Group meeting minutes;

• Supports with liaising between working groups, advisory committees and the LIP Management team to enhance synergy and collaboration among the respective action plans;

• Assists with liaising with organizations in major newcomer hubs to develop partnerships for marketing purposes and organizes outreach for promotional presentations;

• Supports and collaborates with the Community Departments administrative team and participates in department events as appropriate;

• Assists with collecting research for further funding streams to develop grant proposals based on strategic needs;

• Assists with the organizing of the Community Stakeholder Forums and supports Youth in organizing Newcomer Youth Forums;

• Assists with preparing and writing community forum reports;

• Supports with capturing needs and trends of community through assisting with the administering of surveys and compiling data;

• Assists with the coordination of the relevant trainings and knowledge sharing events arranged by the LIP management team;

• Collects information to assist with preparing LIP factsheets and newsletters in collaboration with the Marketing Coordinator, volunteers and Surrey LIP Project Management team;

• Works with LIP Project Support team to update the LIP website and services map.

Qualified candidates will possess:

• Post-secondary training or certificate in Office Administration and a minimum 2 years experience in an office environment;

• Recent, relevant experience working in administration in funded settlement and refugee support programs and/or non-profits an asset;

• Strong English language written and oral skills; fluency in an additional language is an asset

• Ability to communicate effectively with people with varying English proficiency;

• Excellent problem solving ability, communication skills, discretion and judgement.

• Excellent computer and Internet skills (advanced knowledge of MS Office, Excel and other databases, Zoom, TEAMS), with a typing speed of 50wpm;

• Competency with office equipment, procedures and business communications;

• Professional telephone manners and good interpersonal skills;

• Ability to work cooperatively within a teams;

• Excellent organizational and time-management skills;

• Exhibits cross-cultural competency.
APPLICATION REQUIREMENTS:

To apply, please upload your resume and cover letter as separate attachments. Please note that only Word or PDF formats can be accepted. As part of the application process, you will be prompted to complete a short questionnaire. Please ensure all questions are answered.

To view all opportunities at DIVERSEcity visit www.dcrs.ca/work-with-us/.

ADDITIONAL INFORMATION:

This position is based in our Surrey office and is a blend of remote and in-person services. DIVERSEcity has implemented new safety procedures for in-office and in-person work, to view our safety plan, please visit www.dcrs.ca/news/diversecity-covid-19-safety-plan/. Successful candidates will be provided with the training and equipment to safely carry out their duties, ensuring the best protection for our staff and clients.

A comprehensive job description will be provided to all candidates shortlisted for interviews.

DIVERSEcity is committed to employment equity and encourages applications from people of all gender identities and expressions, persons with disabilities, Indigenous peoples and visible minorities. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact our HR department at (hr@dcrs.ca). Any personal information provided will be maintained in confidence.

About DIVERSEcity

DIVERSEcity Community Resources Society is a registered charity devoted to helping newcomers. For 40 years we have focused on providing specialized services newcomers to find employment, learn English, find housing, deal with family challenges, work through mental health issues and access medical care. DIVERSEcity is a client-centred organization committed to quality and accountability. We value growth, respect, integrity and compassion. To learn more about DIVERSEcity visit us at https://www.dcrs.ca/.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.