Job Title: Project Manager - Surrey LIP

Status: Permanent, Full Time
Hours: 37.5 hours per week

Start Date: Immediate

Date Posted: January 14, 2022
Closing Date: 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 Project Manager to work with our Surrey Local Immigration Partnership (LIP) team in Surrey, BC.

Reporting to the Senior Manager, the Surrey LIP Project Manager is responsible for managing all activities within 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 project management work as a key factor in making impact of the highest quality. You are highly organized, task oriented, and have excellent organizational and project management skills. While you are able to work independently with ease, you also thrive as a member of a large, multidisciplinary team.

The LIP Project Manager will primarily be responsible for managing and facilitating the programmatic needs of the LIP in Surrey. Duties will vary, planning meetings, liaising with the team and external consultants, engaging with relevant stakeholders including the LIP Council, roundtable and committees, facilitating activities, collecting impact and evaluation results, managing budget expenses and slippage, participating in and representing the LIP on various community tables, speaking at conferences, conducting webinars and generally managing the overall work of the LIP, ensuring the deliverables of all contract requirement are met.

Key Responsibilities:

• Consults and liaisons with the Surrey LIP member organizations and community partners in developing project deliverables to ensure that the project meaningfully meets and exceeds the set targets;

• Collaborates with the Senior Manager to fulfill all contractual related work including but not limited to: budget management, preparation of monthly expense claims, financial and narrative reports; writing of annual LIP action plan;
• Supervises all Surrey LIP Project staff, volunteers and consultants;

• Oversees all required Surrey LIP Council and Committee meetings, including but not limited to: preparing meeting space, agendas, terms of References, minutes;

• Supports the Community Development Department and participates in larger LIP events as appropriate;

• Organizes the Community Stakeholder Forums and supports Youth members in organizing Newcomer Youth Forums;

• Acts as the main liaison between working groups, advisory committees and the Surrey LIP Council to enhance synergy and collaboration among the respective action plans;

• Recruits and coordinates other Surrey LIP project staff and contractors;

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

• Researches streams for further funding to develop grant proposals based on strategic needs;

• Works with the evaluation consultant to conduct evaluation utilizing the measures outlined and collects stories attesting to the project impact;

• Captures needs and trends of community through the administration, compiling and analyzing of surveys data

• Coordinates relevant trainings and knowledge sharing events;

• Prepares Surrey LIP factsheets and newsletters;

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

**Qualified candidates will possess:**

• Minimum university or college diploma in community planning and engagement, social policy, not for-profit management or demonstrated related experience in the field;

• Minimum 2 years experience supervising and developing staff and teams; supervision experience within an unionized environment preferred;

• 5 years’ experience in Project Management;

• Understanding of migration and settlement experience of refugee and immigrants; understanding of IRCC Settlement Program mandate and policies is an asset;

• Deep understanding of the community demographics and social fabric of Surrey;

• Proven success in working in multicultural settings;
• Proven track record of working with multiple stakeholders to catalyze collaboration;

• Deep understanding of equity, diversity and cultural safety;

• Excellent organizational and project management skills;

• Understanding of Impact Evaluation;

• Ability to multitask and adapt to emerging needs;

• Effective communication and public speaking skills;

• Strong computer literacy skills, in particular in-house and Funder Client Management Systems, ZOOM, MS 365, MS Teams, MS Office suite (Word, Excel, PowerPoint);

• Bilingual – English/French is a definite asset, knowledge of other languages is strongly preferred

• Valid BC Driver’s License and access to personal vehicle an asset;

• Willing to work some evenings and weekends, as needed.

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 offers a blend of in-office and remote work. 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/. As an organization we continue to monitor public health and safety guidelines in order to maintain a safe working environment for DIVERSEcity’s staff, clients, and community. This position is not available for sponsorship, only candidates legally entitled to work in Canada can be considered.

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 www.dcrs.ca/

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