## PROVINCIAL INTEGRATION PROGRAM COORDINATOR

### JOB SUMMARY

**Position:** Provincial Integration Program Coordinator  
**Purpose:** Coordinate and implement sector support projects that enhance the capacity of the settlement sector to effectively deliver provincially funded BC Settlement and Integration Services (BCSIS). The BCSIS program supports the social and economic integration of Temporary Residents and Naturalized Citizens who may have unique barriers and challenges to settlement and integration but are not eligible to receive immigrant support services under federally funded programs. Reporting to the Provincial Integration Program Manager, the Coordinator will develop activity project plans; coordinate and facilitate webinars and other virtual training and information events; convene and facilitate working group meetings; develop e-learning courses; write comprehensive reports.

**Reports to:** Provincial Integration Program Manager  
**Hours & location:** 35 hours per week – combination of working from home and working from AMSSA’s office location at 4445 Norfolk Street, Burnaby, BC  
**Salary:** $30.72 per hour – eligible for benefits after three months  
**Classification:** Funding for this position is currently pending. The intent is that this will be a full-time contract until March 31, 2023 with possibility to renew based on funding.

### AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
• We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.

• We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.

• We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.

• We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.

• We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.

• We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

**DUTIES**

• Understand all aspects of the BCSIS program including purpose, service context, principles, immigration groups, intended outcomes for clients, service providers and geographic areas, types of services, and Client Service Eligibility Matrix.

• Provide project coordination, administration, and logistical support for all BCSIS sector support deliverables.

• Develop a project plan to fulfill each contract activity and key deliverable within the required timelines and budget; and complete all reporting requirements.

• Conduct research as required for various projects including survey development, data collection, data analysis, and report writing.

• Plan, develop, convene, and facilitate online events including webinars, information sessions and working group meetings.

• Prepare work plans, agendas, production schedules, evaluation surveys, PowerPoint presentations, reports, event notifications and other documents to be used for meetings, events, and resources.

• Research and create content for online e-learning courses and modules.

• Maintain AMSSA contact list of BCSIS service provider agencies.

• Liaise and collaborate with service provider organizations, community organizations, and the BCSIS Program Advisory team at the Ministry of Municipal Affairs.

• Prepare post-event summary reports and quarterly reports that demonstrate how all contract requirements have been fulfilled.
- Participate in external advisory committees and working groups as relevant to the BCSIS program.
- Collaborate with and support the AMSSA team on additional projects as required.
- Support the Provincial Integration Program Manager with other duties as required.

**QUALIFICATIONS**

- 3 - 5 years of experience in multifaceted project coordination.
- University degree in a relevant discipline.
- Knowledge of the settlement and integration sector, in particular immigration groups with temporary status, is an asset.
- Highly motivated with the initiative and leadership ability required to achieve key program deliverables through quality work that has impact and strengthens service provision.
- Superb written and verbal communication skills with ability to write, proofread and edit reports, minutes, communication materials, proposals, and funder reports.
- Extremely organized with strong time-management skills and the ability to coordinate multiple projects simultaneously in a fast-paced environment.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- Skilled in virtual event and meeting convening and facilitation including working with Zoom and webinar platforms.
- Expertise crafting online survey questionnaires using Survey Monkey; collating and analyzing responses.
- Excellent active listening, interpersonal and communication skills.
- Provide timely, consistent, quality information that others need to know to participate in meetings and events and understand context.
- Ability to organize, prioritize, synthesize, and adapt information for dissemination to various audiences.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.

To apply, please send your resume along with a cover letter that details how you meet the above requirements by **Wednesday, March 9, 2022** to the Provincial Integration Program Manager at amssa@amssa.org. Only candidates selected for interviews will be contacted.