Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position.

LGBTQ2S+ GROUP FACILITATOR (7 HOURS/WEEK)

RESPONSIBILITIES:
LGBTQ2S+ GROUP FACILITATOR will assist and support immigrants and refugees in their settlement and adaptation to life in Canada.

Job Responsibilities:
- Assist government sponsored refugees, refugee claimants and landed LGBTQ2S+ immigrants in the process of their settlement and labour market needs;
- Demonstrated ability working effectively with people of diverse races, ethnicities, ages, sexual orientation and genders in a multicultural setting.
- Have knowledge of the needs and issues facing newcomer LGBTQ2S +
- Have experience working with the LGBTQ2S+ community
- Establish and maintain a safe space for all participants including welcoming all first time attendees,
- Record, maintain and report client data and information
- Submit monthly narrative report highlighting activities, special events, outreach work, committees / meetings attended, possible recommendations and statistical records of clients served within 5 working days of each following month.
- Maintain professional ethics (e.g. confidentiality interpretation ethics, clients’ records, etc.);
- Complete other related duties as assigned by the Settlement Program Coordinator;
- Flexibility with hours of work is required to meet program and Society needs
- Attend regular staff meetings, agency events and community events
- Assist with other activities as required

Qualifications:
- Diploma in Social Services or a related field
- Must have thorough knowledge of settlement issues facing new immigrants
- Must have strong customer service skills and demonstrated ability to liaise with community organizations in Richmond
- Must have experience in conducting various methods of outreach and marketing
- Knowledge of the needs and issues facing newcomer LGBTQ2S +;
- Very good written and oral communication skills
- Proficient in Microsoft Office
- Excellent interpersonal skills
Attention to detail and excellent record keeping skills

Ability to work independently with little supervision as well as the ability to work as part of a team

Culturally sensitive and open to developing and acquiring new skills

Must have a car and Class 5 driving license

Job Starting: ASAP

**Application Deadline: February 28, 2022**

Please send resume and cover letter to:
Attn: Ashok Rattan, Settlement Program Coordinator
Richmond Multicultural Community Services
210-7000 Minoru Blvd.
Richmond, BC V6Y 3Z5
Email: ashok@rmcs.bc.ca
Fax: (604) 279-7168

RMCS is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.