



## External Employment Opportunity

### Operation #Not Forgotten Project Coordinator

**POSITION:** Operation #Not Forgotten Project Coordinator

**DEPARTMENT:** Private Sponsorship of Refugees Program

#### **POSITION FUNCTION:**

Operation #NotForgotten (ONF) aims to provide safe resettlement via Canada's Private Refugee Sponsorship Program for hundreds of refugees impacted by Australia's Offshore Processing policy who have been indefinitely detained – for no reason other than existing as refugees - since 2013. Canada has the largest and longest established Private Sponsorship Program for refugees in the world. As a Sponsorship Agreement Holder with the Canadian Government, MOSAIC is able to utilize sponsorship spaces to bring these individuals to Canada where they live in safety. We are currently dedicated to welcoming over 200 people through the ONF Project. Upon arrival in Canada, ONF sponsored refugees reside in one of MOSAIC's Refugee Welcome Houses. They access MOSAIC's extensive settlement support programs and services as they build the next phase of their lives. Under the supervision of the Private Sponsorship of Refugees Program Manager, the Operation #Not Forgotten Project Coordinator will lead a dedicated team of Resettlement Case Workers and ensure that ONF sponsored refugees are fully supported and set up to succeed and successfully integrate in Canada.

Responsibilities will include but are not limited to:

- Oversee prearrival services, advocating on the behalf of ONF program participants, and participating in critical meetings with UNHCR Australia and other international service providers.
- Develop robust resettlement and integration plans for arriving ONF Refugees
- Demonstrating awareness of clear boundaries, conflict resolution abilities, and trauma informed care.
- Support Resettlement Case Worker staff as they bridge newly arrived refugees to critical services (including physical/mental wellbeing support services, settlement support, customized employment services, housing guidance)
- Leading resettlement services from point of arrival to end of sponsorship, to ensure refugees are fully supported
- Coaching individuals as they go through the highs and lows of resettlement and inevitable challenges they will face.
- Preparing engaging PowerPoint presentations and supporting the Program Manager in all external Operation #Not Forgotten engagement.

#### **QUALIFICATIONS:**

- Awareness of trauma informed practice and ability to establish strong relationships with clear boundaries.
- Degree in International Relations, Political Science, or Refugees & Forced Migration Studies. Certificate in Project Management an asset.



- Proficiency in Microsoft Office suite and the ability to operate standard office equipment, in particular Excel.
- Demonstrated experience and/or detailed knowledge of Canada’s Private Sponsorship of Refugees Program
- Proficient and professional level English language skills (written and spoken)
- Experience working in a cross-cultural environment; delivering direct service preferred.
- Empathetic, respectful and discrete; remains tactful and patient in stressful situations
- Strong cross-cultural communication skills
- Current and satisfactory Criminal Record Check
- Experience working with people of diverse backgrounds
- Ability to lead and work both independently and as part of a team

**HOURS:** 35 hrs per week. This position will be based in our Vancouver location.

Please note, this position will run until March 31<sup>st</sup>, 2024 with opportunity for renewal dependent on need and funding.

**STARTING PAY:** **\$28.60 - \$32.50 per hour, depending on qualifications and experience.**

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

**RESUMES TO:** Refugee Sponsorship Specialist, [jwilmot@mosaicbc.org](mailto:jwilmot@mosaicbc.org)

To be considered for this position, candidates must include a cover letter demonstrated relevant work experience. Please reference “ONF Coordinator” in the subject line of your application and submit via email (PDF format).

**DEADLINE:** Until position is filled

**Posting Date:** Posted Wednesday, October 5th, 2022



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*