



S.U.C.C.E.S.S.

## Regional Manager (12676)

**Closing date:** February 10<sup>th</sup>, 2023

**URL:** <https://successbc.bamboohr.com/careers/154?source=aWQ9Mjg%3D>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

<b>Job Type:</b>	Regional Manager	<b>Job Number:</b>	12676
<b>Salary:</b>	\$37.36	<b>Hours:</b>	35 hours per week
<b>Location:</b>	Tri-Cities	<b>Reports To:</b>	Associate Program Director

**Division:** Settlement and Family Services

- Immigrant Settlement & Integration  
Program

**Employment Type:** Permanent Full-Time

**Number of Position:** 1

### About the Position:

The Regional Manager is responsible for managing the Immigrant Settlement and Integration Program (ISIP) in an assigned region within Greater Vancouver or Fort St. John, including the daily operation of program providing leadership and support to Program staff. The Regional manager is responsible for overseeing the relations with stakeholders such as municipal government, local community, and business organizations, plus representing S.U.C.C.E.S.S. in the local community. This role is a part of the regional management network and is accountable to the Program Director.



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### **Key Duties & Responsibilities:**

- Ensures that all regional Immigrant Settlement & Integration Program (ISIP) activities meet their identified outcomes and performance measurements according to the IRCC Logic model
- Implements, manages, supervises and evaluates all ISIP activities for the geographical region
- Selects and evaluates the performances of ISIP staff
- Supervises daily program delivery and client data collection for iCARE of all ISIP staff within the Regional office to ensure compliance with the IRCC contribution agreement
- Authorizes program and capital expenditures according to the IRCC contribution agreement
- Compiles, maintains and reports on monthly, quarterly and annual program and financial data
- Prepares and manages the annual operating ISIP budget of the Regional office in collaboration with the Service Manager and the Program Director
- Analyzes trends of the ISIP including financials, identifies issues, develops, and recommends solutions to the Program Director
- Ensures the annual evaluation report of the program outcomes of ISIP is made available for presentation to IRCC, community partners and S.U.C.C.E.S.S.
- Ensures close cooperation amongst ISIP staff in order to uphold a consistency of high level of integrated Settlement Program service delivery
- Develops strong relationships with local community, government and professional organizations located in the geographical area in order to strengthen the ISIP for the benefit of newcomers
- Engages in local community events that are aligned to the ISIP
- Provides direct service of the Settlement Program, when necessary
- Conducts site management functions of the office in order to ensure that the Integrated Settlement Program operates smoothly
- Works cooperatively with the Service Manager and other Regional Managers and other non-IRCC funded services at S.U.C.C.E.S.S. for the benefit of the clients
- Liaises and addresses questions regarding regional ISIP operations from IRCC
- Performs other ISIP related duties as requested by Program Director or Director of Integrated Services for Newcomers



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### **Qualifications & Experience:**

- Master's degree in social sciences, education, related discipline and/or equivalent experience
- Minimum of 5 years' senior management experience, preferably in a not-for-profit environment
- Experience with multicultural clientele and immigrant related services
- Experience with program and community development
- Experience with managing government funded programs
- Experience in financial and program management
- Knowledge of intercultural and social issues

### **Job Skills & Abilities:**

- Excellent leadership capabilities and decision-making skills
- Excellent interpersonal skills
- Ability to handle challenging situations with tact and diplomacy
- Excellent written and verbal communication skills
- Excellent technical skills in MS Office and web-based applications
- Ability to work collaboratively and across disciplines to achieve the agency's goals
- Ability to aggregate and analyze information and data for effective client-centred program planning and delivery

### **Other Requirements:**

- Criminal Record Check required
- Ability to work evenings and weekends as required
- Ability to work at multiple locations

### **About S.U.C.C.E.S.S.:**

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the x<sup>w</sup>məθk<sup>w</sup>əy'əəm (Musqueam), Skwxwú7mesh (Squamish), and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.



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S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

**Interested candidates please apply by 11:59PM by February 10<sup>th</sup>, 2023.**

While we appreciate all applications, only those selected for an interview will be contacted.