



National Manager, GBA+ Project

JOB SUMMARY

Position:	National Manager, GBA+ Project
Purpose:	The National Manager, GBA+ Project is responsible for developing and implementing tools, resources and training as part of a national IRCC-funded GBA+ program.
Reports to:	Director, National Sector Engagement for daily supervision related to GBA+ programming and national coordination.
Hours & location:	35 hours per week – combination of working from remotely and AMSSA's office location at 4445 Norfolk Street, Burnaby, BC. Will work closely with National Engagement Team based out of Calgary.
Salary:	\$36.93-\$40.09 /hour – eligible for benefits after three months.
Classification:	Full time contract until November 30, 2024, with possibility to renew based on funding.
To Apply:	To apply, please send your resume along with a cover letter that details how you meet the above requirements to Leesha Kanbour, Director, National Sector Engagement at ikanbour@amssa.org by May 24, 2023. Only candidates selected for interviews will be contacted.

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.

Affiliation of Multicultural Societies and Service Agencies of British Columbia
4445 Norfolk Street, Burnaby, BC Canada V5G 0A7
Toll Free 1 888 355-5560 • T 604 718-2780
amssa@amssa.org • www.amssa.org

- 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:

- Advance gender equity and build capacity of the newcomer-serving sector to apply a GBA+ framework to provincial programs and policies
- Development and implementation of a collective impact model to test the process of mainstreaming a transformative gender equality approach
- Manage 13 staff members across seven national organizations to develop tools and resources to support agencies in adopting gender equality approaches and GBA+ programming and policies
- Oversee and coordinate testing and implementation of GBA+ tools, resources, and approaches in partner agencies
- Contribution to the development of professional development programming, including webinars and PD courses
- Creation of feedback and collaborative reporting mechanisms with partner organizations
- Creation and execution of collaborative framework and collective impact model for partner organizations
- Development of gender equality, GBA+ programming and policy recommendations for adoption for partner organizations and the newcomer serving sector at large
- Provision of sector and topical expertise to guide the direction of the project
- Development of knowledge mobilization and dissemination mechanisms for project coordination and broader promotion and implementation of GBA+ considerations and programming for the newcomer serving sector
- Utilization the national Community of Practice (COP) for knowledge mobilization and resource dissemination
- Oversight of in-person national GBA+ meetings
- Coordination with Program Evaluators for developmental and summative program evaluation
- Creation of program reporting and presentation materials, including potential presentations at national and regional Conferences

QUALIFICATIONS

- 2-5 years of experience working in supporting gender based and equity programming and collaborative initiatives, preferably with experience in the settlement and integration sector
- University degree or equivalent
- Strong team building experience, with the ability to manage remote staff
- Strong facilitation skills with experience leading large groups in meetings and dialogue
- Ability to demonstrate diplomacy while remaining engaging and proactive in advancing the objectives of the group

Affiliation of Multicultural Societies and Service Agencies of British Columbia

4445 Norfolk Street, Burnaby, BC Canada V5G 0A7

Toll Free 1 888 355-5560 • T 604 718-2780

amssa@amssa.org • www.amssa.org

- Experience or familiarity with program design, implementation, and policy work in a collaborative setting
- Strong technological aptitude in virtual meeting platforms
- Ability to demonstrate diplomacy while remaining engaging and proactive in advancing the objectives of the group
- Superb written and verbal communication skills
- Strong time-management skills and the ability to prioritize, organize and coordinate multiple projects at once
- Excellent active listening, interpersonal and communication skills
- Familiarity with non-profit associations, and/or Government of Canada funded programming is an asset
- Proficiency in ability to write, proofread and edit reports, minutes, communication materials and funder reports
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Proficiency in French considered an asset
- Extremely organized with the ability to work with competing priorities and in a fast-paced environment
- Ability to organize, prioritize, synthesize, and adapt information to various audiences
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems