



SPECIALIST, GBA+ PROGRAM

JOB SUMMARY

Position:	Specialist, GBA+ Program
Purpose:	The Specialist, GBA+ Program is responsible for supporting a national IRCC-funded GBA+ program through developing programs, reviewing policies, and building capacity for the BC newcomer-serving sector
Reports to:	People, Culture, and Engagement Manager for daily supervision and overall supervision by the Manager, GBA+ Program
Hours & location:	35 hours per week – combination of working from home and AMSSA's office location at 4445 Norfolk Street, Burnaby, BC.
Salary:	\$34.80/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 Winnie Chironga, wchironga@amssa.org , we will begin reviewing by applications by Tuesday, May 23. 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

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- 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:

- Coordination with AMSSA member agencies for piloting of GBA+ policies and programming
- Engaging AMSSA member agencies and partners to understand gaps, barriers, challenges, and emergent needs regarding GBA+ programming and policies in the newcomer-serving sector
- Advance gender equity and build capacity of the newcomer-serving sector to apply a GBA+ framework to provincial programs and policies
- Development of tools and resources to support agencies in adopting gender equality approaches and GBA+ programming and policies
- Contribution to the development of professional development programming, including webinars and PD courses
- Piloting of GBA+ programming and policies within the agency, including creating and testing feedback mechanisms, and collaborative reporting
- Coordination of programming with national partners
- Development of gender equality, GBA+ programming and policy recommendations for adoption
- Development and implementation of a collective impact model to test the process of mainstreaming a transformative gender equality approach
- Provide sector and topical expertise to guide the direction of the project
- Conduct sector engagement initiatives to inform the project, disseminate knowledge, and expand the reach of programming
- Utilize the national Community of Practice (COP) for knowledge mobilization
- Work with LIPs and RIFs to coordinate gender equity events across the country

QUALIFICATIONS

- 1-2 years of experience working in supporting collaborative initiatives, preferably with experience in the settlement and integration sector
- University degree or equivalent
- Strong administrative and communications skills with experience supporting large groups in meetings and dialogue
- Experience in research support, and official documentation
- Strong technological aptitude in virtual meeting platforms

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- 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
- 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
- Familiarity with adult learning principles and online learning, including working with Zoom and webinar platforms
- Demonstrate the ability to write, proofread and edit minutes and communication materials
- 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