

## ASSOCIATE DIRECTOR - PROVINCIAL PROGRAMS

### JOB SUMMARY

Position:	Associate Director - Provincial Programs
Purpose:	The Associate Director – Provincial Programs leads the effective delivery of support that enhances the capacity of the settlement sector to effectively deliver provincially funded programs, including but not limited to the BC Newcomer Services Program (BCNSP).
Job Summary:	Plans, organizes, administers, leads, and directs programs, projects and activities funded by the Province of BC ensuring a high standard of service delivery and consistency with AMSSA's policies, strategic plan, and funder requirements. Supports sector and government engagement including leading and participating on advisories, committees, and working groups. Identifies opportunities to grow Provincial engagement by building relationships and partnerships with government, funders, the settlement sector, community organizations, and other groups. The role oversees proposal writing, program development and implementation, budget management, reporting, staff supervision plus other responsibilities as required.
Reports to:	Director of Programs, Chief Executive Officer
Compensation:	The base salary for this position is \$42.00 per hour. Four weeks of paid vacation in addition to paid holiday closure in December/January. Participation in AMSSA's benefits and RRSP plan in accordance with AMSSA policy.
Classification:	Full-time
Hours and location:	35 hours per week, primarily working from AMSSA's office in Metrotower II, 4720 Kingsway, in Burnaby, BC with flexibility for some work from home.
To apply:	Please send your resume and cover letter detailing how you meet the position requirements by <b>February 4, 2024 at 11:59pm.</b> to <a href="mailto:wchironga@amssa.org">wchironga@amssa.org</a> . 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. Our purpose is to co-create the conditions for success with our members to build better lives for immigrants and newcomers to B.C.

- 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.
- 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

### Oversight of the Delivery of Services

- Plans, organizes, directs, and leads the long-term, general, and day-to-day Provincial Programs including but not limited to the BC Newcomer Services Program.
- Ensures all program and project objectives are met, are carried out efficiently and effectively, and are consistent with agency policies and funder requirements.
- Oversees major program and project contracts, implementation, priorities, schedules, and resource requirements.
- Convenes, leads, and facilitates online and in-person meetings and events.
- Coordinates with funders, partners, external stakeholders, the sector and program staff on program development and implementation based on overall strategic priorities and activities.
- Develops and maintains effective internal communication systems to promote program understanding and cooperation within and between the staff and funders, as appropriate.
- Responsible for all reporting requirements determined by funder agreements.

### **Public Facing, Funder and Stakeholder Relations**

- Establishes and maintains effective relationships with AMSSA members, the settlement sector, government officials, funders, volunteers, community organizations, and other partners.
- Actively seeks out and forms collaborations and partnerships.
- Builds collaborative funder relationships to be able to raise sector and agency needs and challenges.
- With deep awareness of Provincial priorities and initiatives, acts as a resource to Provincial government Ministry representatives in meetings, consultations, and advisories. Identifies intersections between AMSSA's work and Ministerial mandates and proposes funding opportunities that leverage AMSSA's expertise.

### **People Management and Leadership**

- Ensures equity and fairness in all dealings with staff and limits organizational liability.
- Creates an environment that promotes harmonious and positive working relationships.
- Adheres to legal guidelines and in-house policies and procedures to meet all legal requirements, business ethics and organizational values and mission.
- Ensures a highly qualified staff through a well-planned, fair, and effective system of recruitment, hiring, training, and performance management based on AMSSA policies.
- Establishes clear accountability, responsibility, supervision, and communication with staff.
- Consistently and genuinely helps others to succeed in their roles through information sharing, guidance, and collaboration.
- Engages, directs, and monitors the work of consultants and contractors as required.
- Works well under time constraints, plans personal workload effectively, and delegates as needed.
- Uses appropriate feedback mechanisms and is open to difficult conversations and holds themselves and others accountable.

### **Financial Management**

- Contributes to the development of the annual Provincial Programs budgets.
- Directs and maintains control of approved budgets and expenditures in accordance with the agency's financial policies, procedures, and funder guidelines.
- Works with AMSSA Finance on program and operating budgets including revisions for contract amendments, review of monthly statements, budget tracking and slippage projections. Ensures the timely and accurate submission of invoices and expenses.

### **Strategic Leadership**

- Understands, supports and advances AMSSA's mission, vision, values, purpose statement, and strategic plan.
- Communicates a clear vision for excellence of service delivery, to staff, funders, and partners.
- Demonstrates program planning, development, and management skills.
- Contributes to a compelling strategic plan for the organization and Provincial Programs.

## QUALIFICATIONS

- A minimum of 3-5 years of management experience in the not-for-profit, settlement or related sector in a mid-level leadership role. Similar relevant experience from another sector will also be considered.
- Post-Secondary Education in a relevant field (Business, Social Sciences) is an asset.
- Experience in government and funder relations is vital, with knowledge of BC Provincial Ministries, their mandates, and current initiatives, intersections, and opportunities for collaboration.
- Knowledge of Canada's immigration and migration policies, statistics and research would be considered an asset.
- Understanding of Canadian settlement service delivery models, service policies, service protocols and best practices; and of the structure, role, mandate, and capacities of settlement services would be considered an asset.
- Awareness of sectoral support practices including front line settlement, employment and language supports, and Local Immigration Partnership frameworks would be considered an asset.
- Expertise in managing human resources and effective team leadership.
- Strong written and verbal communication skills.
- Confidence in networking, public speaking, and chairing and facilitating meetings and events with a variety of stakeholders is essential.
- Critical thinking and problem-solving techniques.
- Excellent time management techniques.
- Flexible, adaptable, and responsive in a dynamic work environment with shifting priorities.
- Experience overseeing logistics of online and in-person events.
- Organized, detailed, efficient and effective in project and process management that maximizes resources, engages others, and anticipates challenges.
- Relevant experience with financial management and budgeting.
- Knowledge and demonstrated experience with Justice, Equity, Diversity, and Inclusion practices, policies, processes and accountability mechanisms, including non-discrimination legislation would be considered an asset.
- Excellent skills in Excel and advanced computer proficiency in Word, Outlook, MS Teams, and SharePoint.
- Must be legally able to work in Canada.