

## PROGRAM COORDINATOR – MATERNITY LEAVE

### JOB SUMMARY

Position:	Program Coordinator – Maternity Leave
Purpose:	The Program Coordinator will play a vital role in designing and executing initiatives that support newcomer integration and sector development in BC. This position serves as a bridge between frontline staff, sector experts, advisory committees, and internal leadership to ensure programs are aligned, technically sound, and integrated. Reporting to the Program Manager, the Coordinator will develop activity project plans; coordinate and facilitate webinars and other virtual training and information events; convene and facilitate working group meetings; develop e-learning courses; write comprehensive reports.
Reports to:	<b>Program Manager</b>
Classification:	Full-Time Contract; August 1, 2026 – March 31, 2027; subject to extension based on funding.
Hours & location:	35 hours per week – hybrid position with an expectation to be onsite in accordance with AMSSA policies and organizational needs. AMSSA’s office is located at Metrotower II, Suite 2308, 4720 Kingsway, Burnaby, B.C. V5H 4N2.
Salary:	\$33.58 per hour with a comprehensive benefits package including: <ul style="list-style-type: none"><li>• pro-rated 20 days of vacation and 12 days of sick leave</li><li>• 1 day paid off for religious and cultural observance;</li><li>• extended health benefits after 3 months of employment; and</li><li>• other longer-term employment benefits including RRSP and staff recognition.</li></ul>
How to apply:	Please send your cover letter and resume together in one document outlining relevant experience and qualifications to Vittoria Guastafierro, HR & Engagement Specialist at <a href="mailto:vguastafierro@amssa.org">vguastafierro@amssa.org</a> <ul style="list-style-type: none"><li>• Include position title in email subject line.</li><li>• Include your first and last name and the job title of the posting in the title of your cover letter and resume document.</li></ul>

Applications will be reviewed on an ongoing basis. The posting will remain open until filled and will close without notice.

Only shortlisted applications will be contacted.



**Land Acknowledgement:** As a provincial umbrella association, AMSSA acknowledges that BC is on the unceded homelands of First Nations who have stewarded this land since time immemorial. We recognize the privilege that we have as settlers on this land, and acknowledge that AMSSA's operations is on the unceded traditional territories of the x̱w̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We wish to acknowledge that as settlers on the land, the Calgary office operates on traditional Territory 7 territory in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations).

As an organization, AMSSA is committed to creating a safe space for indigenous voices.

## AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 90 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.
- 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

- Support the design, implementation, and success of indirect sector supports.
- Connect with sector experts, advisory committee members, and other key partners to ensure program alignment with the needs of the sector.
- Support with bringing perspectives of frontline sector staff to the creation of indirect sector supports.
- Supports with bringing technical insights to indirect sector supports.
- Coordinate and support logistics for online and in-person events and advisory committee meetings.
- Support the preparation of reports, agendas, evaluation surveys, presentations, and other program-related documents.
- Follows program-related work plans to ensure activities are conducted as scheduled.
- Support project team members, ensuring alignment with program goals.
- Work closely with the team to integrate program initiatives with AMSSA's broader strategic objectives.
- Contribute to internal capacity building by sharing best practices and insights with AMSSA teams.
- Apply decolonization principles in program design, ensuring training materials are culturally inclusive and responsive.
- Engage with Indigenous and equity-deserving communities to create more inclusive pathways for participants.
- Represent AMSSA, keeping AMSSA values in mind, at conferences, sector events, and community engagements to amplify newcomer integration.
- Understand and consistently express AMSSA's values, messaging and brand voice and ensure all communications are aligned.
- Ensures that all communications adhere to funder requirements and the organization's branding.

## QUALIFICATIONS

### Core Qualifications

- Experience in program coordination, administration, or a related role, ideally within a community-based or nonprofit environment
- Strong organizational and time management skills, with the ability to balance multiple priorities in a dynamic setting
- Excellent written and verbal communication skills, with experience preparing clear and accessible materials
- Proficiency in Microsoft Office
- Ability to synthesize complex information into clear, user-friendly formats
- Strong attention to detail, especially in editing, proofreading, and documentation
- Demonstrated ability to work collaboratively and build respectful relationships with diverse communities and partners

### **Assets / Desirable Skills and Experience**

- Experience editing or developing manuals, toolkits, or learning resources
- Strong research skills, including the ability to analyze and summarize information from multiple sources
- Experience working in cross-sector environments
- Familiarity with topics such as workplace health and safety and settlement services

### **Personal Attributes**

- A collaborative, flexible, and solutions-oriented approach
- Commitment to equity, inclusion, and working in a culturally responsive way
- Strong interpersonal skills and the ability to engage thoughtfully with diverse perspectives
- Openness to feedback, learning, and continuous improvement