

Inclusive Communities Program Coordinator

Richmond Multicultural Community Services (RMCS) is a non-profit organization located on the unceded Coast Salish lands of the xʷməθkʷəy̓əm (Musqueam), committed to serving the diverse communities of Richmond for over 40 years. We do this by providing services for newcomers as well as multiculturalism, inclusive communities, antiracism and diversity programming. RMCS invites applications for the following position:

Job Responsibilities:

Coordinates the work of the Resilience BC, and all RMCS anti-racism and hate initiatives.

Duties include protocol update and implementation, anti-racism awareness and outreach, community and partner dialogue, anti-racism planning, reporting to funders, project monitoring and evaluation.

Empowers the community to work together, find and create intercultural understanding and common ground, through innovative partnerships, dialogues, arts and cultural events, and interfaith work.

Fundraising. Raising of funds for community inclusion work through identifying potential funders, developing resources and fundraising packages, spearheading fundraising initiatives- completing fundraising application and sponsorship drives.

Research. Identify trends and data around community inclusion, racism and hate, demographic change and community development.

Partnership Development. To develop and maintain strategic partnerships, both at an organizational and community level to promote a community inclusion agenda and the ongoing work of RMCS.

RMCS Team Building. To take part in RMCS team building and organizational development including:

- The creation of a community advisory committee to guide DEI training development.
- Development of training modules on DEI practice and associated topics for the staff, volunteers and board.
- Training of staff, volunteers and board - Development of an Anti-Racism Tool Kit
- Dissemination of the toolkit to community organizations and stakeholders.
- Evaluation of DEI Initiatives.

Knowledge, Skills and Abilities:

- Ability to nurture new and existing relationships with collaborative partners.
- Understanding of community development and inclusive community building practice and principles.
- Understanding of the impact of racism and hate on communities and on organizations.
- Ability to facilitate and organize dialogue and committee work.
- Experience and ability to devise and deliver DEI training

- Ability and experience in mapping and identifying staff and organizational training needs
- Awareness and understanding of DEI and anti-racism tools and resources
- Experience of completing funder related reporting diligently and on time
- Excellent interpersonal, presentation and communication (both oral and written) skills
- Effective time-management skills; meets deadlines
- Thrives under pressure; must be able to juggle multiple tasks simultaneously
- Proficient with computers to include the utilization of Microsoft programs such as Word, Excel, Power Point and Outlook
- Able to work in a team environment
- Manages stress and/or fast pace effectively
- Passionate for creating engaging work environments and energizing people.
- Must have project management and evaluation experience.
- Must have exceptional planning and organizational skills including strong attention to detail.
- Understanding of issues faced by agencies working in the immigrant settlement and not for profit sector.

Education and Experience:

- Bachelor's degree in HR, Psychology, Social Science, Communications, or related field.
- 4 - 5 years of work experience with emphasis on devising and delivering DEI training and community development and inclusive program development.

Other

- Must be legally allowed to work in Canada
- Class Five Driving Licensee required with use of a reliable vehicle
- Other duties as required

Hours: 14 hours per week until March 31, 2027. Following this period, the position is expected to continue at approximately 7 hours per week, subject to organizational needs and available funding.

Wage: \$30.00

Application Deadline: October 23, 2026

Please apply with a cover letter and resume to:
Attention: Yoshimi Vanrenen, Executive Assistant
Richmond Multicultural Community Services
Email: yoshimi.vanrenen@rmcs.bc.ca

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.