PROGRAM SPECIALIST

JOB SUMMARY

Position:	Program Specialist
Purpose:	The Program Specialist supports AMSSA's role as the Resilience BC Southern Hub, part of the provincial anti-racism network that helps local communities respond to racism, hate crimes and hate incidents. Working closely with local community organizations ("Spokes") and partners, including the BC Hate Crimes Team, Indigenous Leaders and Knowledge Keepers and the Ministry, the Program Specialist convenes partners, supports engagement, helps develop co-created resources and moves Hub priorities forward across B.C.'s Southern Region, applying an anti-racism, equity and decolonizing lens to service delivery.
Reports to:	Program Manager and overall to the Director of Programs and Equity Initiatives
Classification:	Full-Time Contract; November 2, 2026 – March 31, 2027; subject to extension based on funding.
Hours & location:	35 hours per week – work from AMSSA's office located Metrotower II, Suite 2308, 4720 Kingsway, Burnaby, B.C. V5H 4N2 with the opportunity to work from home up to 2 days a week.
Salary & Benefits:	$ 36/hour with a comprehensive benefits package including: • Prorated vacation accrued at 8% of hours worked (approximately 8 days over the contract term) and sick leave; • 1 day paid off for religious and cultural observance; • extended health benefits after 3 months of employment; and • other longer-term employment benefits including RRSP and staff recognition.
How to apply:	Please send your cover letter and resume together in one document outlining relevant experience and qualifications to HR Specialist Vittoria Guastafierro at vguastafierro@amssa.org 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 xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sḵwx̱wú7mesh (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 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 Values

Our values are our guiding principles. They reflect who we are at our core and serve as the foundation for all our actions. They shape how we engage with one another, how we make decisions, and they ensure consistency and integrity in everything we do.

These values strengthen alignment, accountability, and collaboration across our membership, partnerships, and broader sector relationships.

- We Advance Equity
- We Champion Inclusion
- We Lead with Integrity
- We Honour Diversity
- We Practice Mutual Respect
- We Lead through Collaboration
- We Commit to Sustainable Transformation
- We Practice Decolonization

DUTIES

- Convenes and engages partners, including Spokes, partners, the Ministry and other stakeholders, to move Hub priorities forward
- Builds and maintains strong, trusting relationships with Spokes and partners across the Southern Region, ensuring clear and regular communication
- Develops and nurtures organization-to-organization partnerships, including with the BC Associations related to the program, post-secondary and corporate partners
- Plans, facilitates and moderates meetings, forums, trainings and communities of practice with Spokes, the Hub Advisory Committee and partners, in person and online
- Works with partners, contractors and the AMSSA team to co-create resources for Spokes, such as outreach materials, a Spoke guide book and training toolkits, centering the needs of marginalized and under-represented communities
- Supports engagement with Spokes through individualized support plans, regional visits and the sharing of best practices to address racism and hate
- Leads the Hub Advisory Committee, including developing the Terms of Reference, preparing for meetings, facilitation, and follow-up
- Coordinates the response to racism and hate-motivated incidents by connecting local areas with experts and partners and by helping put protocols for urgent issues into practice
- Leads the community equity audit and Spoke and Hub evaluation activities alongside partners and contractors turning learnings into next steps
- Brings regional needs and trends from Spokes and partners into Hub planning and conversations with the Ministry and other partners
- Applies equity and decolonizing lenses to all aspects of service delivery, in alignment with truth and decolonization and respectful reciprocal engagement with Indigenous Leaders and Knowledge Keepers
- Coordinates timelines and activities with partners, contractors and the AMSSA team, and supports Year 2 planning
- Coordinates the planning and delivery of conferences, provincial meetings and other engagement events as needed
- Maintains clear program documentation, including meeting minutes, action items, partner updates and other records, and contributes to Hub reporting and evaluation requirements.

QUALIFICATIONS

- 3 or more years' relevant experience in program management, including planning, coordinating and delivering community-based or multi-partner programs
- Strong relationship-building skills, with demonstrated ability to build trust and reciprocity while working with Spokes, community organizations, Indigenous Elders and Knowledge Keepers, and other partners
- Experience in anti-racism and diversity, equity, inclusion and justice (DEI/JEDI), with a strong understanding of racism, hate, systemic inequities, and the ways systems and structures impact communities

- Demonstrated commitment to decolonization and Truth and Reconciliation, with the ability to apply these principles and an Indigenous lens to the work and build respectful, reciprocal relationships with Indigenous Elders, Knowledge Keepers, communities, and partners.
- Demonstrated experience convening partners and building organization-to-organization partnerships
- Experience facilitating and moderating meetings, with the confidence to lead and work effectively with groups in person and online
- Demonstrated ability to apply an equity lens to service delivery
- Excellent time management and organizational skills, with the ability to manage multiple priorities and deadlines
- Excellent written and oral communication skills, with the ability to collaborate with partners, contractors and team members to co-create resources
- Strong problem-solving abilities and sound judgment in a dynamic work environment
- Demonstrated attention to detail, professional attitude, and ability to maintain confidentiality
- Ability to work independently, while being a collaborative and communicative team member
- Proficient with a variety of software applications: MS Office 365, SharePoint, Teams and Zoom
- Experience in the not-for-profit, human services, or public sector
- Experience coordinating, planning, and executing in-person and/or online events