



## Program Coordinator, Settlement and Integration

### JOB SUMMARY

Position:	Program Coordinator, Settlement and Integration
Purpose:	The goal of Settlement Support activities is to facilitate the effective delivery of the Immigrant, Refugee, and Citizenship Canada (IRCC) funded settlement and settlement language activities throughout BC. The Program Coordinator, Settlement and Integration will work to enhance the capacity of the sector to deliver settlement and integration programs effectively by supporting meetings and events, producing resources for and maintaining connections with BC service providers.
Reports to:	Program Manager, Policy and Research
Hours & location:	35 hours per week – combination of working from home and working from AMSSA's office location at Metrotower II, Suite 2308, 4720 Kingsway, Burnaby, B.C. V5H 4N2
Salary:	\$ 32.60 / hour – eligible for benefits after three months
Classification:	Fulltime Contract from August 19, 2024 until March 31, 2025 with possibility to renew based on funding
How to apply:	Please send your cover letter and resume to Sabrina Dumitra, Senior Director of Programs at <a href="mailto:sdumitra@amssa.org">sdumitra@amssa.org</a> .  Resumes will be reviewed on an ongoing basis until the position is filled and the posting will remain active until a suitable candidate is found. The posting may close without notice.  Only candidates selected for interviews will be contacted.

### 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.

#### **Affiliation of Multicultural Societies and Service Agencies of British Columbia**

Metrotower II, Suite 2308, 4720 Kingsway Burnaby, B.C. V5H 4N2

Toll Free 1 888 355-5560 or T 604 718-2780

[amssa@amssa.org](mailto:amssa@amssa.org) • [www.amssa.org](http://www.amssa.org)

- 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

- Consult with the Settlement and Integration Program Manager and the Policy and Research Manager to develop, facilitate and support meetings, workshops, events, and resources that support the settlement and sector.
- Liaise with settlement and settlement language organizations to learn about their capacity and needs to support the arrival of all newcomers.
- Provides technical support to meetings as needed.
- Supports with the logistics of organizing consultation meetings and writes minutes and reports as required.
- Supports workshops, and other AMSSA events (meetings, webinars, talks and conferences).
- Write and prepare work plans, agendas, production schedules, evaluation surveys, reports, slide presentations and other documents to be used for meetings, events and resources.
- Research, understand and organize solutions to and supports for the current and evolving needs of the settlement and language sectors.
- Write meeting minutes or notes as required.
- Work with the AMSSA team on additional and emerging projects as required.
- Ensures all settlement and integration and settlement language support activities are aligned with AMSSA program goals, objectives and policies.
- Provides logistic support to the Smaller Centres Advisory Committee, AMSSA working groups and other ad-hoc committees as required.
- Keep up to date on relevant sector news and events to better support member outreach.

### **Affiliation of Multicultural Societies and Service Agencies of British Columbia**

Metrotower II, Suite 2308, 4720 Kingsway Burnaby, B.C. V5H 4N2

Toll Free 1 888 355-5560 or T 604 718-2780

amssa@amssa.org • www.amssa.org

- Curate and organize weekly relevant settlement and language-related content for dissemination to the sector.

## QUALIFICATIONS

- Experience working with newcomers preferably with experience in the settlement and integration or settlement language sector.
- Degree or equivalent of 2-3 years of experience; or a combination of education, training, and experience that is relevant to the field of work.
- Ability to work and communicate fluently in English.
- In-depth critical understanding of theoretical approaches to immigration and migration including: multiculturalism, diversity, social inclusion and social sustainability.
- Exceptional writing skills with the ability to organize, synthesize and adapt information gained from multiple sources to various audiences.
- Demonstrated ability to write, proofread and edit reports, minutes and communication materials and proposals
- Ability to organize, prioritize, synthesize, and adapt information to various audiences
- Excellent oral, written and interpersonal communications skills.
- Exceptional research skills and creativity in developing learning materials.
- Strong time-management skills and the ability to prioritize, organize and coordinate multiple projects at once.
- Ability to work independently, while being a collaborative and communicative team member.
- Strong critical thinking and problem-solving abilities.
- Experience in committee meeting and event planning
- Demonstrated experience in communications to inform stakeholders about activities.
- Experience in participating on committees and in meetings, conferences, and events
- Experience in writing funder reports
- Experience working with webinar platforms
- Detail oriented, highly organized and able to respond quickly to new or changing work demands.
- Excellent active listening, interpersonal and communication skills
- Demonstrated attention to detail, professional attitude, and ability to maintain confidentiality.
- Adaptive and responsive in a dynamic work environment and with shifting priorities.
- Proficient with a variety of software and applications: Office 365 including Outlook, Word, Excel, and PowerPoint; Constant Contact/Mailchimp and database management tools; Google Documents and Spreadsheets with an aptitude to learn new software and systems.
- Knowledge of current technological online meeting platforms: Zoom meetings and webinars, MS Teams and of cloud-based electronic filing through Dropbox, Google Drive and One Drive.

### **Affiliation of Multicultural Societies and Service Agencies of British Columbia**

Metrotower II, Suite 2308, 4720 Kingsway Burnaby, B.C. V5H 4N2

Toll Free 1 888 355-5560 or T 604 718-2780

amssa@amssa.org • www.amssa.org