



**Special Projects Coordinator
Immigrant Employment Council of BC (IEC-BC)**

Vacancy Posting – Competition #2024-08-01-SPC-IEC-BC

The Inter-Cultural Association of Greater Victoria (ICA) is an award-winning settlement agency that has contributed to Greater Victoria's vibrant community for over fifty years. ICA's services range from guiding immigrant entrepreneurs as they create small businesses to supporting vulnerable newcomers to become confident, contributing members of our community. In partnership with more than 500 community partners and generous donors and volunteers, ICA serves as a helping hand, a listening ear, and a tireless advocate for immigrants and refugees.

This **full-time Special Projects Coordinator (IEC-BC)** position is responsible for providing one-on-one support, including developing mentorship connections between mentees and mentors, and develops connections and relationships with employers and community partners. Takes the lead and supports the organization of employer forums facilitating dialogue on accessing skills and talents of, and retaining, newcomers. Supports the Employment Services team with resources and information when needed. Demonstrated knowledge in the areas of federal /provincial specialized employment programs, and all aspects of needs assessments and career counselling. This is a multifaceted position and requires an individual that balances superior client service, building and maintaining relationships with other responsibilities, such as monitoring and providing support to Employment Services staff and manager when needed. Serves all individuals, including BIPOC, LGBTQ2+ and Indigenous, and those with diverse abilities. Reports to the Employment Services Manager.

What you will bring to the role:

- Undergraduate degree and professional courses on employment-related themes or combination of education, training, and experience (e.g. business administration, employment counselling, career development, intercultural studies).
- Three years' recent related work experience in similar environment, within social services, not-for-profit, and/or multicultural environment.
- Solid knowledge of federally/provincially funded specialized employment programs, Canadian and local labour market, workplace practices, and job search strategies.
- Three years' direct experience as an employment counsellor or employment/labour market related project coordination or supervisor.
- Track record of building strong and lasting relationships with employers and community partners.
- Established relationships with local employers and the community.
- Proven ability to work effectively and achieve results with individuals with specialized needs and multi-barriers to employment.
- Keen understanding of working with persons from diverse cultural, ethnic, religious, and linguistic employment-related situations.
- Experience working with immigrants and refugees and an understanding of immigration issues.
- A passion for helping others and a positive mindset.

Additional assets we value:

- Supervisory experience in a unionized environment is preferred.
- Proficiency in a settlement and/or resettlement language preferred.
- Indigenous cultural competencies and/or lived experience with Indigenous communities welcomed.

What we will provide in return:

- A purpose-driven organization where innovation and ideas are valued — everyone has a voice at every level of the organization.
- The opportunity to use your unique knowledge and skills for purposeful work that will make a positive impact in people’s lives and our community.
- A passionate and diverse team to work with and learn from with a professional development fund to support your growth.
- An inclusive workplace that welcomes all perspectives and is dedicated to do their part in true and lasting reconciliation with Indigenous communities.
- Strong benefit package.

Compensation and hours: This position starts at \$32.94 per hour, working 35 hours per week, and requires union membership.

Contract period: until March 31, 2025.

Location: #102 – 808 Douglas Street, Victoria, BC

If you do not possess all the experience listed above but are enthusiastic about what we do, please do not hesitate to apply as we may have another opportunity more suitable to your skillset! Due to the volume of applications only shortlisted applicants will be contacted.

Application Information: Please apply with your resume and cover letter (in pdf. format), noting relevant qualifications and experience to the Manager of People and Culture, via email to careers@icavictoria.org. Please quote **Competition #2024-08-01-SPC-IEC-BC** in the subject line. For a full job description, please contact careers@icavictoria.org.

This position will remain **open until August 16, 2024**, but review of resumes will start immediately so do not delay in applying. We look forward to connecting with you!

ICA strives to create a team that is as diverse as the clients we serve and strongly encourages people who are Black, Indigenous and People of Colour, people from the LGBTQ2+ community, and those with diverse abilities to apply. If you require accommodation in the recruitment process or have questions, please let us know by contacting us at careers@icavictoria.org.

We acknowledge the Coast Salish Peoples on whose territories we do our work to support immigrants and refugees. We are grateful to work and live here, and we honour the Nations who have always cared for these lands, waters and air and continue to do so today.