

**Part-time Immigrant Employment Specialist -
BC Newcomer Services Program (BCNSP)/SAF HAVN**

Competition #2024-08-07 IES-BCNSP-SAF-HAVN

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.

We are looking for an **part-time Immigrant Employment Specialist for the BCNSP SAF HAVN program** to collaborate with the Ministry of Municipal Affairs. This position designs, coordinates and facilitates group workshops on topics related to employment, workplace culture, job search/retention strategies, workplace safety and employment standards for eligible clients. Leads group mentorship sessions, connecting eligible job seekers with professionals in their career field. Provides individualized support including career counselling, job search support, current labour market information, and job maintenance support. Provides referrals to community partners for wrap-around services, and industry specific training opportunities. Develops connections with the employer community and stays current on local labour market information. This is a multifaceted position and requires an individual that can balance superior client service with other responsibilities and multiple contract requirements. 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:

- Three years' experience in facilitating employment-related programs, employment case management, conducting career and vocational assessments, conducting outreach within social services, not-for-profit and/or multicultural organizations.
- Knowledge of federal and provincial programs relating to aspects of career development, employment counselling, mentoring, facilitation, employment case management and working with clients facing multiple barriers to employment.
- Strong interpersonal and communication skills; written, oral, presentation, and facilitation.
- Proficiency with MS Office (Word, PowerPoint, Excel).
- A passion for helping others and a positive mindset.
- This position requires proof of WHMIS training, and a criminal record check that includes vulnerable populations check.

Additional assets we value:

- Undergraduate degree and professional courses on employment-related themes or combination of education, training, and experience (e.g. business administration, career development, intercultural studies).
- Keen understanding of diversity issues to collaborate with immigrants, refugees, and persons from diverse cultural and ethnic backgrounds on settlement/resettlement/refugee related themes.
- Strong administrative skills, including writing case notes and data management.

Technical experience with OCASI Client Management System (OCMS) would be an asset.

- Knowledge of community resources.
- Working within a unionized environment would be an asset.
- Work experience within social services, not-for-profit, and/or multicultural environments, preferably targeting immigrants and refugees.
- Proficiency in a settlement and/or resettlement language preferred.
- Indigenous cultural competencies and/or lived experience with Indigenous communities are 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.

Contract duration: until March 31, 2027

Compensation and hours: This position starts at \$26.17 per hour, working a maximum of 14 hours per week, and requires union membership.

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! Only shortlisted candidates 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 #2024-08-07 IES-BCNSP-SAF-HAVN** in the subject line. For a full job description, please contact careers@icavictoria.org.

This position will remain **open until filled**, 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 identify as Black, Indigenous and/or People of Colour, 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.