



## PROGRAM SPECIALIST, SAF HAVN

### JOB SUMMARY

Position:	Program Specialist, SAF HAVN
Purpose:	Provide settlement and integration sector supports to SAF HAVN funded service providers. The indirect SAF HAVN program provides capacity building and coordination support to organizations funded through the BC Ministry of Municipal Affairs' SAF HAVN program. This program aims to provide settlement and integration support to refugee claimants. The Program Specialist, SAF HAVN enhances the capacity of the settlement sector to deliver programming effectively by supporting the coordination of partners, organize meetings and produces resources for and maintains connections with BC service providers.
Reports to:	Senior Director of Programs
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:	\$ 35.86/ hour – eligible for benefits after three months
Classification:	Fulltime Contract until March 31, 2027 pending funding with possibility to renew based on funding
How to apply:	<p>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>.</p> <p>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.</p> <p>Only candidates selected for interviews will be contacted.</p>

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

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

- 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 Senior Director of Programs to develop, facilitate and support meetings, workshops, events, and resources that support SAF HAVN providers.
- Liaise with partnership organizations and support with creating an overarching workplan with partners and coordinate quarterly partnership meetings
- Research, understand and organize solutions to and supports for the current and evolving needs of SAF HAVN providers.
- Supports SAF HAVN Indirect support partnership coordination and liaises with SAF HAVN providers to inform of the needs, realities and content for the working group meetings
- Supports in collaboration with SAF HAVN providers with the creation of an evaluation plan for support services for refugee claimants
- Supports SAF HAVN providers with humanitarian movement planning so that providers can create community plans in anticipation of increased arrivals
- Reviews and responds to questions received about supports for refugee claimants
- Coordinates and supports the logistics of the meetings, Advisory Committee meetings, workshops, and other AMSSA events (webinars, talks and conferences).

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- 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 integration sector.
- Write meeting minutes or notes as required.
- Work with the AMSSA team on additional and emerging projects as required.

## QUALIFICATIONS

- Experience working with newcomers and more specifically refugee claimants preferably with experience in the settlement and integration sector.
- Degree or equivalent of 3-4 years of experience; or a combination of education, training, and experience that is relevant to the field of work.
- Experience in working with multiple partners on a project and knowledge of partnership development.
- Demonstrated project management experience to plan, organize and track the progress of a project to ensure deliverables and deadlines are met.
- Experience in maintaining and building external relations and great communications with project partners and other partner organizations
- 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 and project 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
- 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.

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- 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.

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