



Victoria Immigrant & Refugee Centre Society (VIRCS)

3rd Floor, 637 Bay Street - Victoria, BC V8T 5L2

Telephone: 250-361-9433, Fax: 250-361-1914

Job Description: I Plan It Program Coordinator

Job title: I Plan It Program Coordinator
Reports to: Program Manager
Status: One year contract, full time - 37.5 hours / week

Primary Accountability:

To oversee all program activities related to the I Plan It Program for young immigrants and refugees (ages 15-25)

Responsibilities:

Program Coordination

- Oversee and assist with program development, promotion and delivery
- Perform intake and assessment of all I Plan It clients
- Work with youth clients as needed to offer support in action planning
- Oversee coordination and facilitation of life skills workshops
- Oversee coordination and facilitation of social nights (temporarily)
- Engage in effective networking and partnership building with local service providers
- Develop and implement effective program evaluation (including staff, volunteers and delivery partners)

Program Administration

- Maintain client files and compile statistics as required
- Prepare and submit reports as needed
- Ensure evaluation and adjustment of settlement services as needed
- Train and supervise program staff, practicum students and volunteers
- Participate in committees and staff meetings
- Prepare funding applications and interim and final reports

Resource person

To serve as a resource person for:

- VIRCS programs.
- VIRCS staff, volunteers and practicum students.
- The community at large.
- Government and non-government host community service providers.

Mandatory qualifications:

- Settlement Worker Certificate, or equivalent in human services field, or at least 3 years relevant work experience
- 2 years experience in program management of youth programs, especially among newcomers
- Experience working from a youth driven approach
- Experience or willing to be trained in working with youth in assessment and action planning
- Experience developing and delivering workshops for youth
- Experience in developing marketing strategies and materials
- Thorough knowledge of local social services system and complementary resources

- Ability to manage and supervise staff members and volunteers
- Effective written and spoken English
- Fluent written and spoken settlement language
- Excellent organizational and leadership skills
- Strong assessment and problem-solving skills, especially when working with staff and delivery partners
- Large empathetic capacity
- Ability to work effectively, both independently and in a team, and with other professionals in the community
- Stress resistance
- Ability to maintain client confidentiality
- Willing to accept leadership in others
- Second language an asset
- Effective computer skills (Word, Excel, Powerpoint, internet, e-mail)
- Strong cross-cultural communication skills
- Knowledge of current legislation and policies affecting refugees and immigrants
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Understanding of, respect for, and sensitivity to issues of culture, religion, gender, ethnicity, and sexual orientation
- Commitment to promoting diversity in our community
- Understanding of the culture of non-profit organizations, non-profit experience

Apply with cover letter and resume to Meghan Mergaert, Programs Director , by email at meghan@vircs.bc.ca.

Application Deadline: June 30th at 5 pm, 2010