



**NOTICE OF JOB VACANCY (Posted: August 29, 2017 – September 12, 2017)**

**Job Competition #: 2017-Admin-04**

**Position:** **Division Manager - Employment**  
ISSofBC Welcome Centre  
Regular full-time position at 35 hours per week starting immediately

**Summary:**

Reporting to the Director of Language and Career Services, the Division Manager – Career services will: oversee and coordinate the management, service delivery, and budgets for a number of employment programs ensuring optimal outcomes are met in accordance with contractual requirements; play a major role in preparing content for federally and/or provincially funded project proposals; provide input to the Director in the development and establishment of strategic priorities for their division; as well as provide oversight to all designated service location in Metro Vancouver.

**Responsibilities:**

- Manages contractual agreement(s) based on a thorough understanding of the scope, intent and activities found in both the proposal(s) and agreement(s).
- Formulates plans and changes as required aimed at enhancing programs and services. Makes recommendation to the Director for revising and restructuring delivery of programs and services.
- Oversees and coordinates service delivery to ensure optimal outcomes in accordance with contractual requirements. Ensures appropriate administrative procedures, records and systems are in place to support program delivery.
- Oversees all Employment service locations ensuring effective delivery of client services and that program(s) are meeting or exceeding targets.
- Develops or provides input into program budget(s). Applies managing, inter-personal and creative problem-solving skills to ensure program and budget objectives are met.
- Oversees the recruitment, training and evaluation of all Employment staff either directly or through intermediary supervisors.
- Monitors and reviews service delivery to ensure optimal client outcomes.
- Plays a major role in preparing content of project proposals, (curriculum development,) including conducting research, information gathering, stakeholder development and writing and project evaluation.
- Provides input to the director, as requested, in the development and establishment of strategic priorities for the division.
- Prepares narrative and statistical reports as required.
- Establishes and enhances networks with government agencies, community partners, employers and professional bodies. Keeps abreast of current trends and developments in the Settlement sector to ensure program plans, operation, and methods remain relevant and current.
- Represents the organization at local or national meetings or conferences as assigned.
- Performs other related duties as assigned.

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**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

**HEAD OFFICE**

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**Qualifications:**

Applicants for this role should have a Baccalaureate in Social Sciences, Business or related discipline (Master's preferred) supplemented by a minimum of four (4) years recent related experience in a managerial capacity. Experience in responding to Requests for Proposals is essential. Applicants will also need to have: current broad-based knowledge in current trends and developments in the employment as it relates to the Settlement sector; proven organizational and administrative skills including experience in developing and operationalizing programs or projects; knowledge and experience in developing and managing funded programs; ability to deal effectively and courteously with individuals from diverse cultural and linguistic backgrounds, and have the ability to communicate effectively in both written and oral English at all levels of the organization, with external stakeholders and the community.

**Applications must include "2017-Admin-04" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

**Closing Date: By 4 pm, Tuesday, September 12, 2017**

**Salary Range: \$34.54 - \$36.65 per hour (based on training and qualifications)**

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISSoBC offers eligible staff outstanding medical and employer-matched RRSP benefits.