



PROJECT COORDINATOR, SETTLEMENT SERVICES
(Posted: August 23, 2023 – September 6, 2023)

Job ID #: 2023-Settlement-29

Position: **Project Coordinator – Second language is an asset**
Settlement Services - Vancouver or Coquitlam
Regular full-time position at 35 hours per week starting as soon as possible
Day offs: Saturday and Sunday or Sunday and Monday

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Reporting to the Director, Settlement Services, provides department support including conducting research, information gathering, and writing tasks needed in preparing reports, project proposals and grant applications and to support the development of a new program and departmental initiatives. Coordinates projects and provides administrative support to the Director and Associate Directors and assists in the preparation of funder reports as required.

How You'll Make a Difference

Breakdown:

40% grant writing and research
40% administrative duties
10% project coordination
10 % external stakeholder relations and communication

- Conducts research and information gathering required to complete applications and proposals, to support the development of new initiatives and planning for the department and reports and information sharing projects.
- Project coordination for the Settlement Services department including grant management, administrative tasks, events, and new programs.
- Generates written and visual material for funding proposals, program promotion, reports, and other documents.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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- Conducts interviews and collaborates with other staff and management to gather information related to new initiatives and plans and for the development of responses to Requests for Proposals, Calls for Proposals and other funding opportunities.
- Performs data collection, analysis and reporting needed for a project or proposal.
- Edits documents, reports and proposals for clarity, presentation, spelling, and grammar; proofreads for accuracy and consistency of format and style; and assists in the preparation of applications and proposals including word processing, layout, compilation, budgets, and schedules.
- Monitors potential funding opportunities and determines eligibility for grant prospects.
- Connects with potential external partners to create and maintain relationships for new programs. Writes letters of support and negotiates deliverables with partners and collects signatures.
- Creates contracts and MOUs for external partners based on templates and customizes them to the service deliverables.
- Collates survey response data.
- Maintains up-to-date and accurate program files and performs specific administrative tasks in support of the Settlement Services Department. Prepares and updates service information and charts.
- Assists in managing the Settlement Services Director's schedule and calendar – sets up meetings with staff and partners, manages conferences and travel.
- Prepares and maintains records of cheque requisitions. Submits requests to Finance and ensures payment is forwarded to the correct payee.
- Coordinates meetings, both in-person and/or virtual meetings. Takes, transcribes, and distributes minutes from various meetings as requested.
- Keeps up to date on ISSofBC's programs, services, and special events and responds to agency and program inquiries regarding Settlement Services.
- Creates contracts and MOUs for external partners based on templates and customizes them to the service deliverables.
- Conducts interviews with staff and external partners to gather information for various proposals and presentations.
- Manages distribution logistics of assets, equipment, marketing products to staff.
- Project manages using tools such as MindManager, GANNT charts, Adobe, Office 365 etc., and communicates using Teams and Zoom.
- Assists with program start-up – creates project timelines, communicates with partners.
- Performs other related duties as assigned.

What You Bring:

Bachelor's degree in the field of Social Sciences, Marketing, Communications, Business Administration OR an equivalent combination of education, training, and experience acceptable to the employer. Second language is an asset.

What Makes You a Change Maker

- Excellent written communication skills which include the ability to write clear, structured, articulate and persuasive documents.
- Excellent interpersonal skills and ability to work collaboratively and invite cooperation.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public from differing cultural and linguistic background.
- Demonstrated proficiency in all aspects of Microsoft Office Suite and internet applications.
- Proven organizational skills and demonstrated ability to prioritize multiple tasks in a fast-paced environment.
- Demonstrated ability to take initiative, be self-directed and work independently.
- Demonstrated skills in data collection and analysis.
- Ability to be flexible and adaptable in your hours in response to changing and developing events and deadlines.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.

- Ability to manage self-care.
- Ability to carry out the duties of the position.

ISSofBC Value Proposition

- Role Salary Range: \$24.75 - \$32.35 per hour. *Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Starting Salary Range: \$24.75 - \$26.27 per hour. *Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

If you are passionate about making a difference, apply now!

Applications must include "**2023-Settlement-29**" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

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