



Volunteer Coordinator, BC SAF HAVN Settlement
(Posted: March 28, 2024 – April 11, 2024)

Job ID #: 24036-BC SAF HAVN

Position: **Volunteer Coordinator (Arabic, Farsi, Dari or Spanish an asset)**
Settlement Services – Burnaby/Vancouver
Regular full-time position at 20 hours per week starting April, 2024

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:

Facilitates and delivers Community Connection and Volunteer management activities to immigrant and refugee newcomers.

Reporting to the Manager – NSP/SAF-HAVN, facilitates and delivers Community Connection and Volunteer management activities to refugee claimants.

How You'll Make a Difference

- Organizes community connections activities (including field trips, networking events) to provide refugee claimants with opportunities to engage with the broader community and obtain greater familiarity with Canadian society and resources.
- Assesses client needs for individuals seeking support through mentoring activities. Makes appropriate matches with ISSofBC volunteers and monitors ongoing match activities.
- Recruits, screens, interviews, orients, and places volunteers with ISSofBC SAF-HAVN program.
- Conducts on-going monitoring follow-ups on all volunteer placements.
- Liaises with ISSofBC programs and external agencies (i.e. civic, church, and other community groups and associations) to foster partnerships essential to recruiting clients and community volunteers.
- Delivers volunteer information sessions for new and potential volunteers following a pre-determined schedule.
- Organizes and/or assists in the organization of volunteer recognition and networking events.
- Works closely with ISSofBC SAF-HAVN program in updating volunteer requests.
- Enters new and revised information in the volunteer database ensuring that all volunteers are properly documented. Enters volunteer and client information and service interventions into a central database as interventions occur.
- Facilitates positive working relationships with Volunteer Centres in the Lower Mainland for referral, information sharing, training opportunities, volunteer opportunities and placements.
- Performs other related duties as assigned.

What You Bring:

Diploma in Social Sciences, counselling or a related discipline and a minimum of 2-years of experience in a volunteer or client-oriented position, preferably in a field related to immigrant settlement services OR an equivalent combination of education, training, and experience. **Arabic, Farsi, Dari or Spanish an asset.**

What Makes You a Change Maker

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Volunteer management training and experience required.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from differing cultural, linguistic and/or socio-economic backgrounds.
- Proficiency in Office 365 Suite.
- Demonstrated ability to manage time and resources effectively.
- Demonstrated experience in developing and facilitating groups.
- Ability to set and maintain boundaries with clients and manage self-care.
- Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
- Possession of and the ability to maintain a clear Criminal Record Check.

ISSofBC Value Proposition

- Expected Starting Range: \$24.62-27.09. *Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Accrued vacation and other paid leave benefits based on eligibility
- Extended health and dental benefits upon joining
- 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.

Applications must include "24036-BC SAF HAVN" 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. **Closing Date: By 4pm, April 11, 2024.**

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