



**Registrar, BC SAF HAVN Language
(Posted: October 17th, 2024 – October 31, 2024)**

Job Competition #: 24105-BC SAFE HAVEN

Position: **Registrar (2nd language is an asset)**
BC SAF HAVN Language – Vancouver Welcome Centre
Temporary full-time position at **25** hours per week starting as soon as possible until March. 31st, 2025 with possibility of extension.

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:

Provides administrative support for the BC SAF HAVN Language program. Places students into BC SAF HAVN Language program cohorts; counsel students on appropriate courses and classes; handles course transfers, ensures that course enrolment targets are met; prepares statistics reports as needed.

How You Will Make a Difference:

- Oversees student enquiries in person, by telephone or by internet and ensures that suitable applicants are given all the relevant information to facilitate their decision to register/apply for the BC SAF HAVN program. Completes registration processes to enroll students into identified course(s).
- Maintains up-to-date and accurate client records in the designated database(s). Tracks student referrals and feedback, enrolment, occupancy, and completion. Monitors and updates client attendance and generates statistics and other documents as required by the program.
- Assists with obtaining student feedback.
- Assist students with Moodle account access, if applicable.
- Monitors seat availability and maintain up-to-date course lists and student records, PBLA related records and liaises with the BC Safe Haven Language Program Manager, Instructional Coordinator and ESL teachers.
- Generates project-specific reports at the request of the Manager.
- Provides administrative support for PBLA including collecting forms; updating benchmarks on student files and database; compiling attendance information for all students; and distribution of language companion.
- Distributes bus tickets for transportation allowance and prepares reports for finance as required by site.
- Assists students with requests for transfers, school records, proof of enrolment, and other letters as needed.
- Performs other related duties as assigned.

What You Bring:

Completion of a certificate or diploma in office administration, business or related discipline supplemented by a minimum of one (1) year of related experience preferably in a related social service field; OR an equivalent combination of education, training, and experience acceptable to the employer (**2nd language is an asset**).

What Makes You a Change Maker:

- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with the public and possesses strong interpersonal skills.
- Demonstrated proficiency in all aspects of Microsoft Office software, current technology tools and video conferencing platforms.
- Demonstrated organizational skills, the ability to multitask, manage time and resources effectively.
- Demonstrated willingness to help the project team achieve desired objectives and outcomes.
- Ability to set and maintain boundaries and manage self-care.
- Ability to take direction and work independently as needed.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

ISSofBC Value Proposition

- Expected Hiring Salary: **\$21.30 – \$23.44** per hour. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Extended medical and dentals benefits upon joining.
- Accrued vacation and other paid leave benefits based on eligibility.
- 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 "24105-BC SAF HAVN" in the subject line and can be sent to: jobs@issbc.org

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. **Closing Date: October 31st, 2024**