



## Internal/External Manager



**POSITION:** Manager, Moving Ahead Program

**DEPARTMENT:** Family and Settlement Services

### **POSITION FUNCTION:**

Under the direction of the Senior Manager of Settlement and Integration Programs, the Program Manager of Moving Ahead Program manages the respective program; supervises Program Coordinator and Outreach Case Managers; works collaboratively through an Integrated Services Approach with MOSAIC Settlement, Language, Employment, Specialized and Children and Family Programs' staff, co-location agencies, community organizations and stakeholders to develop, implement, and evaluate Moving Ahead Program, within the communities assigned.

### **QUALIFICATIONS:**

- Be knowledgeable about settlement services, staff supervision, volunteer management and community development practices and programming (with an emphasis on vulnerable populations programming, capacity building and coordination);
- Have Bachelor's Degree in Social Work, Psychology, or other areas in humanities, or equivalent knowledge, skills and experience;
- Have experience working with immigrants and refugees from different ethno-cultural minority communities;
- Have several years of experience (3-4 yr.) in working in all aspects of settlement services, community development and capacity building;
- Have several years of experience (3-4 yr.) in management and implementing organization policies and procedures; Be competent with proposal/report writing
- Have a proven experience and a strong understanding of case management principles and techniques
- Have demonstrated leadership, teamwork and supervisory skills
- Have exceptional communication, relationship and team-building skills; strong computer skills
- Competence with networking and building relationships with stakeholders
- Be highly organized, have strong administrative and financial management skills
- Fluency in a second language and car ownership are considered assets

### **OTHER REQUIREMENTS:**

- Current and satisfactory Criminal Record Check

**HOURS:** 35 hours/week

A competitive benefits package is provided with contracts of at least one year in length which offer a minimum of 17.5 hours of work per week.



**STARTING PAY:** \$26.19-\$29.48/hour, depending on qualifications and experience

**RESUMES TO:** MOSAIC  
Attn: **Darae Lee**, Acting Senior Manager, at **dlee@mosaicbc.org**,  
Please reference “Manager (Moving Ahead)” in the subject line of your  
application (résumé and cover letter via email). No telephone calls please.

**DEADLINE:** **Ongoing until a suitable candidate is hired**

**NOTE:** Only those selected for an interview will be contacted.

**Posting Date:** January 15, 2019

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*

