



Internal/External Coordinator, Pre-Arrival Services



POSITION: Coordinator

DEPARTMENT: Employment and Language Services

POSITION FUNCTION: Under the general supervision of the Manager, the **Coordinator** is responsible for: managing the project, hiring and supervising staff, recruiting clients, collecting and reporting program statistics and outcomes, and delivering project services.

QUALIFICATIONS:

- Extensive knowledge of employment programs and services, online service delivery methodologies and adult learning, local labour market conditions, standard office equipment, word processing and presentation software.
- University degree, college diploma, or training certificate in adult education, employment counselling, ESL studies and/or appropriate combination of training and experience. Career Development Practitioner certification an asset.
- Experience initiating programs and/or services and in supervising staff.
- Comfortable engaging with funders and service delivery partner organizations.
- Strong organizational skills and proficient in the use of word processing and spreadsheet software, the Internet and email.
- Strong interpersonal, cross-cultural, written, and verbal communication skills. Possesses patience, tact, and flexibility. Ability to work with diverse groups.
- Flexible, able to adjust approach in order to meet the requirements of the project.
- Experience achieving high levels of client satisfaction and contractual targets.
- Fluency (Verbal and written) in another language is an asset.
- Criminal Record Check required.

HOURS: This is a **full-time (35 hrs/week)** position.

STARTING PAY: **\$43,152 - \$48,575** per year based on experience.

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Hiring Team - MOSAIC Employment Programs
5575 Boundary Road
Vancouver, B.C. V5R 2P9
Email: employmentprograms@mosaicbc.org

Please reference **Your Name - "Coordinator"** in the subject line of your application and submit via email (Word/PDF format). Please indicate any additional languages spoken.

DEADLINE: February 19th, 2019 at 5:00 pm
Only applicants selected for an interview will be contacted

POSTING DATE: February 5th, 2019

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

