



Internal/External
Coordinator, RC Housing
Management and Referral System



POSITION: Coordinator of Refugee Claimant Housing Management and Referral System

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:

Under the direct supervision of the Manager of Refugees Settlement and Integration Program, the Coordinator assists with the development and delivery of overall operations and outcomes of the Refugee Claimant Housing Management and Referral System. The Coordinator works with Multi-Agency Partnership (MAP) executive leadership team, contractors, partners and other stakeholders in creating a housing management and referral system for refugee claimants. The Coordinator also performs other duties as assigned by the Manager of Refugee Settlement and Integration Program.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Sociology, Psychology, Education or a related field, or a certificate or diploma or course work in related fields, or a combination of training and experience in an area related to the program;
- Several years of experience working in community development and/or housing, programs; experience in project, human resources, and financial management, implementing policies and procedures, and/or comparable education and experience;
- Experience of working with refugee and immigrant populations and/or people from diverse cultural backgrounds and understanding the unique settlement challenges of refugee claimants;
- Exceptional computer skills;
- Experience with high-volume quantitative data collection, information management and /or database development;
- Able to work independently and with a team;
- Organized and able to set priorities and meet deadlines;
- Excellent oral and written English communication skills, other languages are considered an asset

HOURS: 35 hrs per week

STARTING PAY: \$25.16 to \$26.69 per hour, commensurate with level of experience and qualifications

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: MOSAIC
Attn: ttang@mosaicbc.org
Please use “**Coordinator of Refugee Claimant Housing Management and Referral System**” in the subject line

DEADLINE: Until position is filled.

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

Posting Date: January 28 2020

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