POSITION: Coordinator- Newcomers and Community Building Program (NCBP)- Term Contract until March 31, 2021 with possibility of extension

DEPARTMENT: Family and Settlement Department

POSITION FUNCTION:
Under the direction of the Manager, the Coordinator provides supervision to staff members, delivers overall administrative support and is responsible for providing day-to-day functional coordination to program with a focus on quality assurance. The Coordinator of NCBP will work collaboratively through an Integrated Services Approach with MOSAIC Settlement, Language, Employment, Refugees and Migrant Workers Programs, Specialized and Children and Family programs, co-location agencies, community organizations and stakeholders.

QUALIFICATIONS:
- Be knowledgeable about settlement services, staff supervision, project coordination, stakeholder relations, community development practices and programming with an emphasis on capacity building and sustainability;
- Have a tracked record of working experience (more than 3 years) in the immigrant settlement sector;
- Have a proven leadership and supervisory skills of directly managing a team of 5 and more;
- Be able to mentor, coach and act as knowledge resource to the team
- Have Bachelor's Degree in Social Work, Psychology, or other areas in humanities, or equivalent knowledge, skills and experience;
- Have excellent written and interpersonal communication skills;
- Have a strong work ethic;
- Be highly organized, adaptable, flexible and innovative;
- Will possess a strong working knowledge of standard office equipment and software applications (word processing and spreadsheets);
- Fluency in a second language and car ownership are considered assets.

HOURS: 35 hours per week, Term contract until March 31, 2021 with possibility of extension

STARTING PAY: Salary commensurate with experience
A competitive benefits package is provided with contracts of at least 1 year in length which offers a minimum of 17.5 hours of work per week.
RESUMES TO: MOSAIC Attn: dlee@mosaicbc.org

Please reference “Coordinator (NCBP)” in the subject line of your application (résumé and cover letter via email). No telephone calls please.

DEADLINE: October 16, 2020

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

Posting Date: October 7, 2020

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