

Internal / External Coordinator of Migrant Workers Program Collaboration

POSITION: Coordinator of Migrant Workers Program Collaboration

DEPARTMENT: Family and Settlement Department

POSITION FUNCTION:

Under the direct supervision of the Manager of **Migrant Workers Program**, the Coordinator of Migrant Workers Program Collaboration assists the manager in coordinating and fostering relationships with collaborating organizations and activities; works as a team with Coordinator of Migrant Workers Program Hub and other MOSAIC programs as well as with collaborating organizations to make sure that project deliverables are met.

QUALIFICATIONS:

- Be familiar with MOSAIC'S vision, mission, values, strategic plan, and integrated client service delivery approach, program and/or project proposals and contracts, and your role in achieving the goals and contractual outcomes of the department
- Assist the manager with development and implementation of programs, projects, or services
- Assist the manager with overall operations
- Ensure no interruption in program activities unless there is prior approval from the manager
- Coordinate and implement deliverables stipulated in contracts; inform manager of achievement of contractual outcomes for the program, project, or service; prepare regular reports for the manager on the achievement of quality standards
- Remain current with CARF standards relevant to the program, project, or service
- Maintain knowledge of trends, protocols, and procedures essential for operation of the special focus of the program or project
- May secure program or project providers, sponsors, and/or partners, if requested by manager
- Develop and implement a marketing/engagement plan with the help of the manager
- Ensure collection and preparation of project information in a format suitable for submission to funders, consultants, and partners
- Promote and develops team-building strategies among staff, volunteers, and partners
- Ensure development and maintenance of systems, procedures, and practice standards for the program or project; review documentation of services
- With the manager and partner agency staff members, develop a framework and ongoing system to track and promote quality of project or program goals

- Understand and participate in the evaluation of the program or project
- Perform administrative duties related to the program or project, as assigned
- Supervise programs or projects as assigned
- Provide support to clients as needed
- Coordinate and facilitate group activities, events, field trips, and group information sessions
- Work with community organizations, contractors, and partners on the development of a network of community resources for clients (as per contract obligations)
- Act as a resource for community partners working on relevant programs or projects
- At the request of the manager, represent the agency at consultations, meetings and conferences on issues related to community outreach, development, and advocacy
- Participate in partnership, departmental, all-staff, and relevant community meetings, in service training, and other training
- Other duties, as assigned by the manager

HOURS: 35 hours per week

STARTING PAY: \$26.08 to \$29.99 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: aoira@mosaicbc.org
 Please reference “**Coordinator of Migrant Workers Program Collaboration**” in the subject line of your application (résumé and cover letter via email). No telephone calls please.

DEADLINE: November 30, 2021

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

Posting Date: November 2, 2021

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