



Internal/External Job Posting

Senior Manager

Refugee Resettlement and Integration Programs

(Maternity/Parental Leave Replacement)

POSITION: Senior Manager, Refugee Resettlement and Integration Programs
(Maternity/Parental Leave Replacement)

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:

Under the general direction of the Director of Family and Settlement Services, the Senior Manager assumes overall responsibility for daily program cluster operations of Refugee Resettlement and Integration Programs, management of human resources and finances; achievement of contractual outputs, outcomes and obligations; and development and implementation of all relevant policies, systems, procedures and standards for Settlement and Integration Programs. As a member of the MOSAIC Management Integrated Team, the Senior Manager plays a key role in ensuring an integrated approach is taken to the delivery of services.

QUALIFICATIONS:

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| Knowledge: | Must have strong knowledge of program development and management, government funding sources and requirements; must have experience supervising diverse teams; must possess a working knowledge of standard office equipment and software applications (word processing, spreadsheets, presentation software, and databases); knowledge of policies, procedures, and standards. |
| Education: | Degree in Social Work, Counselling, Education, Community Studies, Management (Business, Financial, Marketing), or equivalent education or experience. |
| Skills: | Excellent demonstrated program development, human resources, cultural competency, and financial management skills; superior interpersonal communication as well as spoken and written skills; strong problem solving, analytical, team building and organizational skills; able to exercise good judgment and conflict resolution |

skills; and good understanding of EDI values, client-centred, asset-based, and trauma-informed approaches.

Experience:

Minimum five years' experience in program relating to refugees and immigration settlement, family and child protection, health; research; advocacy and policy dialogue; community engagement; human resources, and financial management; experience in proposing, developing, implementing, and managing family and settlement programs as well as in applying organizational policies and procedures.

HOURS:

Full time management position (12 months maternity/parental leave replacement position, which may end before 12 months in the event of the return of the employee who is currently on leave)

STARTING PAY:

Commensurate with 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:

MOSAIC

Attn: Family and Settlement Hiring Committee

fs.hiring.team@mosaicbc.org

Please reference "Senior Manager, Refugee Resettlement and Integration Programs" in the subject line of your application (résumé and cover letter via email). No telephone calls please.

DEADLINE:

July 17, 2022, and/or until the position is filled.

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:

June 21, 2022



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