



## **Internal/External Employment Opportunity**

### **Project Coordinator, BC Refugee Claimant Housing Referral and Data Management System (BC CHARMS)**

**POSITION:** Project Coordinator – BC CARMS

**DEPARTMENT:** Family and Settlement Services

#### **POSITION FUNCTION:**

Under the direct supervision of the Manager of the Refugee Settlement and Integration Program, the Coordinator assists with the development and delivery of overall operations and outcomes of the BC Refugee Claimant Housing Referral and Data Management System. BC CHARMS is an innovative project, which has seen the creation of a new province-wide database system linking service and housing providers with refugee claimants, to ease gaps in the housing search process. A confident and detail-oriented community-builder, the Coordinator of this project will work in collaboration with the Multi-Agency Partnership (MAP) executive leadership team, contractors, partners and other stakeholders to spearhead promotions, information sessions/trainings, glitch repair, community building, reporting, and other key tasks as assigned to continue the roll-out of this wonderful initiative.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Data Management, Sociology, Political Science or a related field, or a certificate, 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 coordination, human resources, and financial management and/or comparable education and experience;
- Experience 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:** \$27.86 to \$31.71 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: mnezakat@mosaicbc.org  
Please use “**BC CHARMS PROJECT COORDINATOR**” in the subject line

**DEADLINE:** August 4, 2022

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

**Posting Date:** July 21, 2022



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