

# POSTING

## IMPACT MOBILIZER

Temporary Full Time (35 hours per week) - Until March 31, 2019

### Social Innovations Hub Project

---

In coordination with the Impact Producer, this position is part of a team charged with making and testing alternative supports for older newcomers and newcomers with disabilities. As Impact Mobilizer, you will help the Grounded Space Options team identify and tap into the surprising people and places in our community, so that we can create a different kind of resource base for change.

**Location: Social Innovation Centre (13969 100 Avenue, Surrey)**

#### KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Maintains effective relationships and liaisons with government, stakeholders, service partners, volunteer community groups and other community organizations and the broader community to co-ordinate to build partnerships and collaboration and exchange information. When appropriate and in collaboration with Impact Producer, will represent the project and OCS in the immigrant serving sector and broader communities.
- Analyzing and mobilizing research data to infer and co-create future interventions or products
- Organizing research data including participant information, collating data, and observing trends across multiple ethnographic interviews
- Works closely with contractor partner InWithForward in order to meet project outputs and outcomes and to administer project deliverables efficiently and effectively.
- Works collaboratively with Immigrant Services program managers and staff, especially in activities that relate to project deliverables.
- Ensures that accurate project and participant confidentiality is a priority, and that all pertinent requirements and documentation is complete.
- Ensures that the project meets or exceeds contract objectives.
- Aids in writing reports as required.
- Facilitates planning of project activities and events.
- Helps to keep track of financial integrity and accountability of project including receipts, mileage, reimbursement forms.
- Participates in the development of proposals for new contracts.
- Performs other related duties as required.

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Minimum 2 years experience in service design or human-centered design
- Portfolio that shows co-design and prototyping end-to-end services across channels
- Familiarity with tools such as segmentations, journey maps, service blueprints
- Demonstrated cross cultural experience;
- Experience in a community based non-profit society an asset;
- Second language an asset;
- Basic level First Aid (as required)

---

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 12/06/2018

OCS Posting #:A21238

## Job Skills and Abilities:

- An interdisciplinary thinker and doer.
- A creative maker: have track record of making concepts tangible.
- Strong emotional intelligence; experience navigating complex interpersonal situations.
- A motivational coach and leader: ability to bring people out of their shells and raise their 'game'; experience building creative teams where the sum is greater than the parts.
- Strong written, oral and facilitation skills; demonstrated ability to craft content that engages, educates and inspires different audiences.
- Problem solving ability, adaptable, exercises good judgment and can work under pressure.
- Tech savvy with excellent time management and organizational skills.
- Required to work in a dynamic environment which may call for adaptation to the emerging trends/demands. A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and supervise staff.
- Be highly motivated to complete tasks/duties/daily maintenance in a timely manner.
- Commitment to problem solving approach.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality.
- No relevant criminal history. Verified good character and sufficient reference history to verify this requirement.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Appropriate valid Driver's License and reliable vehicle an asset.

\* An eligibility list will be maintained for up to 6 months.

## How to Apply:

Send your application to **Alysha Baratta**, Impact Producer, at [alysha@inwithforward.com](mailto:alysha@inwithforward.com) with the subject line 'Impact Mobilizer - Hiring Committee' and include a cover letter clearly indicating the posting number [#A21238], outlining your qualifications and related experience for the position. As well, please note the following as part of your application:

1. **Why you, why now?** Show us how your values manifest in your work. Make us a short video or audio recording or presentation or pinterest board (or any other format!) that captures materials & images from past work and the values it reflects.
2. Find an example of something you consider to be **next practice**. Can be in any industry or field. Send us a link or a picture and write us a couple of sentences about why.

**Resumes will be reviewed starting [December 13, 2018] but the posting will remain open until filled and will close without notice.**