

We're Hiring!

**Posting:
A21880**

**Project Lead
Temporary Full-Time, until March 31, 2022
(35 hours per week)**

**Community Connections
Program**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Community Connections provides immigrant and refugee newcomers in Surrey and Delta with tools and knowledge necessary to establish themselves in Canada.

Reporting to the Program Manager, the Project Lead manages the day-to-day operation of the **We Are All Canadian Anti-Racism** project. This includes responsibility for all aspects of volunteer recruitment and training; providing direction and support to them to ensure that the goals, objectives and deliverables of the Project are met. They will work closely with Volunteer Community Champions who speak the first languages of the newcomer communities we aim to reach; together they will run series of workshops and dialogues to increase their knowledge about racism and to introduce them to accessible multilingual resources and interactive online tool aimed at increasing awareness and conversations around racism; maintain strong working relationships with funder, partners, and community stakeholders to increase the awareness of racism and to amplify the impact of the project in the community.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Develops and maintains effective relationships and liaison with key stakeholders to disseminate resources and garner their support in combatting racism and hate; they include government services, service partners, community organizations and groups, volunteer community groups; co-ordinates the provision of services, fosters partnerships and collaboration and the exchange of information. When appropriate and as directed by the Program Manager or delegate, will represent the project and OCS in the immigrant services sector and broader communities at events, meetings and forums.
- Ensures that project operations result in the efficient and effective delivery of services and that clear and logical service guidelines and procedures are in place and in accordance with contract agreement and funder-provided training and guidance.
- Implements and monitors services to ensure they meet high quality standards.
- Ensures that accurate project and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation are complete.
- Monitors project expenditures within the existing budget allowance and guidelines and makes budget recommendations in consultation with the Program Manager. Ensures the financial integrity and accountability of project to meet project outputs and outcomes.

QUALIFICATIONS

Education, Training, and Experience

- B.A. or relevant combination of education and experience in the delivery of services to newcomers and other related training and skills development
- Team leadership, management and supervision including coaching, training and conducting performance reviews

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

Posted: 21-Jul-30

- Demonstrated ability to incorporate funder and other feedback into service delivery changes
- Thorough understanding of micro-aggression, systemic racism and hate
- Experience in Project/Program Management
- Experience in a community based non-profit society

Knowledge Skills and Abilities:

- Strong written, oral and presentation communications skills in English; additional language an asset
- Experience supervising staff or volunteers
- Proven marketing, public relations, and program management skills
- Ability to prioritize, problem-solve, and exercise good judgment and can work under pressure
- Excellent time management skills
- Ability to represent OCS in a positive and professional manner when in contact with the community-at-large
- Demonstrated competency for and understanding of a Community Development Approach and Community based Service Delivery model
- Ability to work effectively with project staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality
- Strong understanding of social service programming and resources, multiculturalism and immigrant/refugee issues
- Strong communication, interpersonal/relationship-building and conflict resolution skills, as well as intercultural competency
- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, internet/email, scanning skills and comfort with desktop publishing (MS Publisher)
- Ability to work in a fast-paced, multicultural and diverse environment
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines
- Flexibility and willingness to work outside of regular work hours
- Good team work and strong work Ethics
- Must be sensitive to and respectful of cultural and lifestyle diversity

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **August 5, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Cindy Lee, Program Manager
Options Community Services Society

Email: **Cindy.Lee@options.bc.ca**

Please include a cover letter indicating the posting number **[#21880]** and detailed resume outlining your qualifications and related experience for the position.

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