

**We're Hiring!**

**Posting:  
A21948**

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

**Immigrant Services**

#### 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.

The Settlement Research Project is seeking a project Lead. This project is funded by IRCC. In co-ordination with the Senior Manager of Immigrant Services, the Project Lead manages all aspects of the day-to-day operation on the Settlement Research activities, project staff and volunteer assignments and direction, to ensure that project goals and objectives are met.

#### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Managing the weareHUH ([www.wearehuh.com](http://www.wearehuh.com)) tools and resources; testing efficacy of tools with service provider and target client populations across Canada.
- Leading a team to research, design, and continually iterate on services which respond to emergent client needs.
- Lead and coordinate the Canada-wide research report on settlement organizations usage and uptake of weareHUH tools including Culture Café.
- Maintains a working knowledge of local, Provincial and Federal immigrant and settlement services, resource persons and a wide range of immigrant issues and initiatives, and dispenses this information for service providers, families and the community.
- Maintains effective relationships and liaisons with government, stakeholders, service partners, volunteer community groups and other community organizations to co-ordinate the provision of services, foster partnerships and collaboration and exchange information. When appropriate and directed by Senior Manager, will represent the project and OCS in the immigrant and broader communities.
- This position requires occasional travel to offsite meeting.

#### QUALIFICATIONS

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

- M.A. or relevant combination of education and experience;
- Experience in research methodologies; research and data-analysis skills;
- Minimum of three years' experience and demonstrated success in a supervisory role;
- Experience in project/program management;
- Experience in a community based non-profit society;
- Demonstrated cross cultural experience;
- Second language, an asset;

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

Posted: 21-Nov-09

### **Knowledge Skills and Abilities:**

- An interdisciplinary thinker and doer.
- Strong emotional intelligence; experience navigating complex interpersonal situations.
- 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.

***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.***

***Applicants may be requested to provide proof of Covid-19 vaccination.***

**CLOSING DATE:** Resumes will be reviewed starting **November 14, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Jenny Lam, Senior Manager  
Options Community Services Society

Email: [Jenny.Lam@options.bc.ca](mailto:Jenny.Lam@options.bc.ca)

Please include a cover letter indicating the posting number **[#21948]** and detailed resume outlining your qualifications and related experience for the position.

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