

We're Hiring!

**Posting:
A21739**

WeareHUH Program Coordinator
Full-Time
(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. WeareHUH is a platform that offers resources for people to start and run accessible activities that connect people together, break down stereotypes, and create & strengthen intercultural communities.

This position manages all aspects of the day-to-day operation on all WeareHUH activities. The Program Coordinator will reach out to different service providers across Canada to adopt and customize WeareHUH activities.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Maintaining the WeareHUH (www.wearehuh.com) website tools and resources; Maintenance includes adjusting copy, adding pages and media resources as applicable.
- Reaching out to different service providers across Canada to adopt and customize WeareHUH activities. Creating and adapting peer-to-peer networking in many different programs such as employment (Career Mentorship, Job Fairs), Community Connections (Intergenerational Activities, volunteer engagement), or Settlement (Information and Orientation workshops discussion).
- Provide demonstrations and technical support at the Culture Café to service providers.
- Plan and implement WeareHUH network email updates and meetings as applicable.
- Implement the evaluation process outlined in the Culture Cafe Evaluation Guide for network participants' activities as applicable.
- Work closely with SDI Project Lead to provide feedback for research, design, and continuous improvement on services to respond to emergent client needs.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's Degree in Marketing and/or Communications and office administration training; equivalent combination of education and experience may be considered.
- Minimum 2 years' experience in a related position.
- Experience working with newcomers, vulnerable populations and/or volunteers.
- Class 5 Driver's License and reliable vehicle an asset.

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

Posted: 21-Dec-08

- Second language is an asset.

Knowledge Skills and Abilities:

- Excellent Interpersonal Communications skills.
- Excellent verbal and written skills.
- Understanding of Social Service programming and resources, Multiculturalism and Immigrant/Refugee issues.
- Strong communication, interpersonal/relationship-building intercultural competency, as well as crisis intervention, conflict resolution, critical thinking and problem solving skills/techniques.
- Basic Research and Information Sourcing skills.
- Strong desktop publishing skills (MS Publisher, Adobe Creative Suite).
- Up-to-date knowledge of Social Media and Multicultural Media.
- Comfort with website updates (e.g. Wordpress).
- 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.
- Represent the Society in a positive and professional manner when in contact with out-side agencies, professionals or community.
- 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 **December 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

Please include a cover letter indicating the posting number [#21969] and detailed resume outlining your qualifications and related experience for the position.

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