

We're Hiring!



WeareHUH PROGRAM COORDINATOR

Posting Requisition	<i>22064</i>	Program	<i>Community Connections Program</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until Filled</i>

Options Community Services is 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.

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.

ACCOUNTABILITIES

- 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 or a related field (Social or Human Development, Intercultural or International Studies).
- Office administration or Organizational development training; an 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.
- Second language is an asset.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-May-11

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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.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Brenda Sasaki, Program Lead
Options Community Services Society
Email: brenda.sasaki@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22064] and outlining your qualifications and related experience for the position.