

We're Hiring!



PROJECT LEAD, Social Innovation Hub

Posting Requisition	22482	Program	Immigrant Services
Job Type	Temporary, Part-time Until March 31, 2024	Location	Surrey, BC
Hours of work	28 hours per week	Closing Date	Open Until Filled

Salary - \$32.64 hourly (subject to our funding model)

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.

In co-ordination with the Senior Manager of Immigrant Services, this position manages all aspects of the day-to-day operation on the Settlement Research activities to ensure that project goals and objectives are met.

ACCOUNTABILITIES

- Managing the weareHUH (www.wearehuh.com) tools and resources; testing efficacy of tools with service provider and target client populations across Canada.
- Lead and coordinate the Canada-wide research report on settlement organizations usage and uptake of weareHUH tools including Culture Café.
- 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 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.
- Provides leadership, training and supervision of staff/volunteers.
- Works collaboratively with Immigrant Services program managers and staff, especially in activities that relate to project deliverables.
- Ensures that accurate project and client records are maintained, that confidentiality is a priority, and that all pertinent requirements and documentation is complete.
- Ensures that the project meets or exceeds contract objectives.
- Provides quarterly narrative reports and additional reports as required.
- Provides feedback and performance plans/evaluations on Social Innovation Hub Project staff on a regular basis.
- Provides input for the development of new improved program(s) in consultation with the Senior Manager of Immigrant Services.
- Assists in the development of annual project goals and objectives, and develops funding proposals in consultation with project staff, Senior Manager, the executive director or designate and funders.
- Facilitates planning of project activities and events.
- Supervises and monitors project expenditures within the existing budget allowance and guidelines and makes budget recommendations in consultation with the Senior Manager of Immigrant Services.
- Ensures financial integrity and accountability of project.

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

Posted: Jan 2, 2024

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- Participates in the development of proposals for new contracts.
- Participates in OCS co-ordination and management functions.
- Ensures that project services/activities are up to date, innovative and meet the needs of clients.
- Ensures that Work Safe BC health and safety standards are maintained.
- Performs other related duties as required.

Qualifications

Education, Training and Experience:

- M.A. or relevant combination of education and experience;
- Must have a valid Class 5 Driver's License and a reliable vehicle.
- 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;
- Basic level First Aid (as required).

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.

SPECIAL REQUIREMENTS

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

Eligible applicants may be offered a casual position. This position is open to all qualified applicants.

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PLEASE APPLY TO:

Jenny Lam, Senior Manager

Options Community Services Society

Email: jenny.lam@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22482] and outlining your qualifications and related experience for the position.