



## **Multicultural & Immigrant Services Association of North Vancouver Island (MISA)**

The Immigrant Welcome Centre is currently accepting applications for a full-time Welcoming Communities Coalition (WCC) Coordinator to support our Campbell River and Comox Valley communities.

### **Who we are...**

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

### **Who you are...**

- You are passionate about community development.
- You love to inspire and engage others in a shared vision.
- You genuinely enjoy building and maintaining professional relationships at all levels.
- You are a natural facilitator and excited about working collaboratively to drive projects forward and achieve results with focus and flexibility.
- You have an energetic and positive approach to your work.

### **The position...**

**JOB TITLE: Welcoming Communities Coalition (WCC) Coordinator**

**WORK LOCATION: Campbell River**

**REPORTS TO: Community Connections Manager**



**WORK HOURS:** Full-time, 35 hours/week

**COMPENSATION:**

Based on MISA Wage Grid, Level 5, Wage Range \$21.59 - \$25.35  
Competitive Benefits Package

**POSITION SUMMARY:**

The Welcoming Communities Coalition (also known as a Local Immigrant Partnership project) is a locally-driven strategic planning project to address immigrant integration needs in Campbell River and Comox Valley. The Welcoming Communities Coalition (WCC) Coordinator supports the development of this project by engaging stakeholders, leveraging or developing community initiatives and building Coalition membership. Members and stakeholders include, but are not limited to, school boards, health centres, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations and the community and social services sector.

**CORE COMPETENCIES:**

Strong Communication Skills, both written and oral  
Building Collaborative Relationships  
Strategic Thinking  
Planning and Project Management Skills  
Facilitation and Meeting Management Skills  
Personal Credibility

**KEY DUTIES AND RESPONSIBILITIES:**

**Consult and Liaise**

- Consult and liaise with MISA Executive Director, Community Connections Manager, Regional Settlement Manager and other internal staff to understand and coordinate the engagement of key stakeholders, community contacts and other MISA activities in meeting the WCC project deliverables.
- Consult, guide and supervise the engagement of the WCC plan with partner organizations in developing all of the project deliverables to ensure that the project meets and exceeds the set targets.
- Act as the liaison between working groups and planning groups to enhance synergies and collaboration among the respective action plans.
- Focus on extensive outreach and liaise with local community groups to help promote IWC and WCC initiatives.
- Liaise with WCC representatives in other regions to share and coordinate project ideas, research, outreach and promotional opportunities.



### **Plan and Coordinate**

- Develop cash flows, prepare monthly expense claims, financial and narrative reports.
- Assist in the preparation of project budgets.
- Research the best practices and suggest project ideas that enhance newcomers' cultural and community integration and support WCC strategic planning;
- Recruit and train volunteers to assist with the project where needed, provide development for volunteers.
- Assist with recruitment, development and supervision of WCC Assistant position.
- Research streams for further funding and develop grant proposals based on strategic needs.
- Conduct evaluations and collect stories that measure and attest to the project impact and successes.

### **Facilitate**

- Facilitate regular meetings for the development of innovative and collaborative solutions for newcomer attraction and integration.

## **QUALIFICATIONS:**

### **Required**

- Minimum two years of post secondary training in community development or a related field, or equivalent combination of education and experience in or outside Canada.
- Demonstrated understanding and experience with community development processes and tools.
- Worker must have a valid BC driver's license and reliable vehicle.
- Worker must have a satisfactory vulnerable sector criminal record check.
- The worker will follow the code of ethics and mission statement of MISA.

### **PREFERRED SKILLS, KNOWLEDGE AND EXPERIENCE:**

- Excellent organizational and project management skills.
- Keen understanding of diversity issues and experience in working in multicultural settings.
- Proven track record in working with multiple stakeholders.
- Knowledge of the Campbell River and/or Comox Valley region
- Ability to work with volunteers.

*This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours*



*and / or outside the organization's facilities depending on the schedule of workshops, activities and events.*

### **How to apply...**

Applications must include a **cover letter** and **resume** detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to [deborah.hall@immigrantwelcome.ca](mailto:deborah.hall@immigrantwelcome.ca). This position will remain open until it is filled.

Thank you for your interest in joining our team. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!