



**Victoria Immigrant & Refugee Centre Society**  
1004 North Park Street - Victoria, B.C. V8T 1C6  
Telephone: (250) 361-9433 x.243 Fax: (250) 361-1914

**Job Posting: Curriculum Designer**

**Safe at Work Project: Creating Safe Work Spaces for Newcomer and Migrant Women**

**Job title:** Safe at Work Project, Curriculum Designer  
**Term:** Short-Term Contract  
**Fee:** \$5000 (fixed)

**Reports to:** Immigrant Women's Projects, Program Coordinator  
Safe at Work Project, Project Manager

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The **Safe at Work Project** is a federally-funded, multi-year project focused on awareness and prevention of sexual harassment against newcomer and migrant women in the workplace. Regular collaboration and consultation occurs with similarly-funded project partners within BC and across Canada.

The Safe at Work Project falls under the Immigrant Women's Projects (IWP) program, which offers educational activities that provide relevant and accessible information to newcomer immigrant and refugee women on health, safety, and wellbeing issues.

**Responsibilities:**

- To use existing IWP program materials and research, as well as shared material from project partners, to create project course materials including:
  - facilitator manual;
  - a multi-workshop participant manual, including handouts and PowerPoint slides; and
  - a set of four, one-hour workshops for employers, including handouts and PowerPoint slides.
- Create online, self-directed, abbreviated version of the course to be made accessible through VIRCS' website
- Work will be done remotely, with regular deadlines and meetings with Program manager(s) to review expectations and offer feedback.

**Required Skills and Experience:**

- Excellent spoken and written English
- Excellent research and writing skills
- Experience in course design and preparation
- Familiarity with principles of adult learning
- Experience working with/preparing materials for adult English Language Learners

**Additional Assets:**

- Work or volunteer experience with immigrant and/or refugee women, adult education, settlement work, or equivalent in social services field
- Organized and efficient; able to complete multiple tasks in a timely manner
- Strong computer skills (Word, Excel, and PowerPoint); familiarity with Google Drive and Zoom
- Knowledge of barriers faced by newcomer women, especially regarding employment

**Additional Information:**

- Work hours are flexible.

Apply with cover letter, resume, and  
contact info for THREE 3 work-related references:

**Cleia Sangster**  
**Immigrant Women's Projects, Program Coordinator**  
**cleia@vircs.bc.ca**

APPLICATIONS WITHOUT A COVER LETTER AND/OR REFERENCES  
\*WILL NOT\* BE REVIEWED!

**\* Applications accepted until 5:00pm PST on Friday, July 16, 2021. \***