



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: Project Manager

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

Job title: Safe at Work, Project Manager
Term: ASAP – March 31, 2022
Pay: 15 hrs/week at \$22.00/hour

Reports to: Immigrant Women's Projects, Program Coordinator

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:

- Administrative tasks, primarily overseeing and managing:
 - Project curriculum development, workshop planning, promotion;
 - Community outreach effort, contributing as needed;
 - Participant recruitment and registration.
- Coordinating education & training workshops for both workers and employers, including:
 - Identifying and booking guest speakers for workshops
 - Workshop (co-)facilitation – both online and in person
- Making connections with:
 - other local, community-based, social service agencies and organizations;
 - local community-based cultural organizations;
 - local professional associations and/or organizations; and
 - local business associations and other employer groups.
- Working collaboratively with project partners to develop and share resources, as well as attending monthly online project meetings & webinars
- Online research, information gathering, report writing
- Regular meetings/communication with the IWP Program Coordinator
- Working collaboratively with other VIRCS programs and VIRCS administrative staff

Required Skills and Experience:

- Strong research and writing skills
- Strong spoken and written English, including professional-level telephone skills
- Work or volunteer experience with immigrant women, adult education, settlement work, or equivalent in social services field
- Experience in group facilitation; also, familiarity with online group facilitation (using platforms such as Zoom, WebEx, etc.)
- Experience working with/preparing materials for adult English Language Learners
- Experience with basic administrative skills; experience in supervisor-level position
- Organized and efficient; able to complete multiple tasks in a timely manner

Additional Assets:

- Excellent written and verbal communication, facilitation, and presentation skills
- Work or volunteer experience in employment field, especially with newcomers to Canada
- Work or volunteer experience with immigrant and/or refugee women
- Cross-cultural awareness: ability to engage positively and respectfully with people from diverse ethnic, cultural, and religious backgrounds
- Knowledge of barriers faced by newcomer women, especially regarding employment
- Fluency in other, non-English languages – especially Arabic, Tagalog, Spanish, Farsi, or French - would be an asset

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. ***