



**Victoria Immigrant & Refugee Centre Society (VIRCS)**

3<sup>rd</sup> Floor, 637 Bay Street - Victoria, B.C. V8T 5L2

Telephone: (250) 361-9433, Fax: (250) 361-1914

**Job Description: Enable Program Coordinator**

Job title: Enable Program Coordinator  
Reports to: VIRCS Settlement Services Program Director  
Status: Full time (37.5 hrs/wk)  
Start date: August 23<sup>rd</sup>, 2010

**Primary Accountability**

To provide services that address the emotional, academic and social adjustment needs of newcomer youth and children.

**Responsibilities**

**Program Coordination and Administration:**

- Manage all youth client intakes, assessments and referrals
- Coordinate and facilitate weekly Youth Activity Night for youth ages 12-19
- Coordinate and facilitate SPARKS ESL Program for children ages 6-11
- Oversee weekly Homework Club and Tutoring Program
- Coordinate Youth Strides Summer Camp
- Supervise and provide support for In-school Adjustment Support Groups
- Coordinate and collaborate with Youth Theatre Project support staff and participants
- Recruit, train and oversee Youth Advisory Council
- Follow up with clients through meetings, weekly phone calls, social networking sites and email
- Develop new services/projects as needed
- Develop and implement effective program evaluation
- Train, supervise and evaluate Program staff, volunteers and practicum students
- Research and identify potential Program funding sources
- Write funding proposals and interim and final reports
- Manage and coordinate all administrative tasks associated with Enable Program including client files, statistics etc
- Participate in committees and staff meetings

**Networking and Community Engagement:**

- Identify and promote opportunities for public education about multiculturalism, immigration, anti-racism and human rights issues
- Engage in effective networking and build partnerships with other social service providers
- Keep up to date of government policy changes affecting clients

- Participate in workshops, forums, conferences, etc, in order to maintain and increase expertise in service areas identified by VIRCS

### **Resource Person:**

To serve as a resource person for:

- VIRCS programs.
- VIRCS staff, volunteers and practicum students.
- The community at large.
- Government and non-government host community service providers.

### **Qualifications**

- BA in a Social Science field of study specific to youth development or human services field, or at least 3 years relevant work experience
- Experience working with youth, particularly immigrant and refugee youth
- Experience in program coordination and supervising staff and volunteers
- Experience developing and facilitating workshops for youth
- Counselling training; experience counselling with youth an asset
- Ability to be proactive in building relationships with and amongst youth
- Ability to bring creativity, energy and a positive attitude to the job
- Excellent leadership and communication skills
- Strong assessment, problem-solving and conflict resolution skills
- Effective written and spoken English
- Experience or willingness to be trained in proposal writing
- Accountable and professional work ethic
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Knowledge of local social services and complementary resources for youth and families
- Knowledge of current legislation and policies affecting refugees and immigrants
- Understanding, sensitivity and an awareness of social justice, diversity and anti-racism issues
- Ability to utilize conflict resolution skills with children (e.g. bullying, racism, family dynamics)
- Ability to work effectively, both independently and in a team, and with other professionals in the community
- Second language an asset
- Strong cross-cultural communication skills
- Ability to maintain client confidentiality
- Large empathetic capacity
- Stress resistance
- Willing to engage in on-going learning and professional development
- Willing to accept and promote leadership in others
- Effective computer skills (Word, Excel, PowerPoint, internet, e-mail)
- Understanding of the culture of non-profit organizations
- Recent volunteer/work experience with immigrant and refugee youth at VIRCS an asset

**Apply with cover letter and resume to Negin Naraghi, Enable Program Coordinator, by email at [negin@vircs.bc.ca](mailto:negin@vircs.bc.ca).**

**Application Deadline: July 25, 2010**