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**VIRCS**

**JOB DESCRIPTION: PROGRAM COORDINATOR, RESILIENCE BC ANTI RACISM NETWORK HUB**

<b><u>JOB TITLE:</u></b>	PROGRAM COORDINATOR, RESILIENCE BC ANTI RACISM NETWORK HUB
<b><u>REPORTS TO:</u></b>	Program Manager Resilience BC Anti Racism Network HUB @ Victoria Immigrant and Refugee Centre Society.
<b><u>STATUS:</u></b>	Full time, 37.5 hours/week. <b><u>TERM BASIS CONTRACT PERIOD.</u></b> May 16 <sup>th</sup> , 2024, to March 31 <sup>st</sup> , 2025.
<b><u>SALARY RANGE:</u></b>	\$28 to \$30 CAN DLLS per hr.
<b><u>APPLICATION DEADLINE:</u></b>	May 5, 2024

The Victoria Immigrant and Refugee Centre Society (VIRCS) has been dedicated to immigrants and refugees in Greater Victoria for over 30 years, helping clients from all over the world. It serves more than 4,000 newcomers annually with its programs in the areas of employment, English language, settlement, integration of youth, adults, families, and seniors as well as many other projects and activities. Program Coordinator, Resilience BC Anti Racism Network Hub

**Program Description:**

The Resilience BC Anti-Racism Network is funded by the Province of British Columbia. Network members operate in rural and urban communities throughout the province. The Resilience BC Hub was established to provide a coordinated and tailored approach to supporting network members in their efforts to address racism and hate in their communities. The Hub distributes resources, connects network members, and provides support as needed.

The Resilience BC Hub operates in the territory of the lək'wəŋən People and acknowledges that the Songhees and Esquimalt Nations have been stewards of this land since time immemorial.

**Program Accountability:**

This position reports to the Resilience BC Hub Manager and is accountable to the Resilience BC Hub team and their funders.

**RESPONSIBILITIES:**

**PROGRAM MANAGEMENT AND ADMINISTRATION**

- Research and share anti-racism resources and initiatives
- Participate in monthly report writing
- Support the planning and implementation of Hub trainings, meetings, and events
- Manage and update the Hub's databases
- Build and maintain relationships of trust with network members
- Collaborate with the Communications Manager to manage Resilience BC Anti-Racism Network website including regularly posting new content developed by the Hub team, facilitating the translation of website content, and maintaining the Members Only Page content
- Contribute to and distribute the Hub's weekly emails
- Works with the VIRCS Finance team for budget and reimbursements
- Other activities as required

**NETWORKING AND COMMUNITY ENGAGEMENT:**

- Identify and promote opportunities for public education about multiculturalism, immigration, anti-xenophobia, and human rights.

### **QUALIFICATIONS:**

- Strong understanding of the history of systemic racism in Canada and BC and its ongoing impact on Indigenous communities, People of African Descent and other racialized communities impacted by racism and hate.
- Cross-cultural awareness that enables the ability to engage positively and respectfully with people from diverse ethnic, cultural, and religious backgrounds.
- Awareness of mental health and self-care methods to prevent burnout due to vicarious and direct trauma.
- Extensive experience using WordPress websites, adding, and editing content.
- Extensive experience managing excel databases.
- Strong organizational skills and attention to detail.
- Experience using Zoom or other online platforms to deliver trainings or host meetings.
- Strong capacity to build and maintain positive, professional relationships while working in-person and remotely.
- Creative ability to problem solves and adapt strategies while maintaining fundamental programming objectives.
- Dynamic team member capable of navigating complexity and uncertainty.

### **EDUCATION**

- A Degree in Social Sciences, Sociology, Psychology, Anthropology, Social Work, Indigenous or Ethnic Studies, Education, Community Development, Political Sciences or Public Administration. Certificates or Diplomas in Diversity and Inclusion Training and Trauma-Informed research are an asset.
- A combination of academic and professional background will also be considered.
- Fluency in other non-English languages would be considered an asset.

### **Additional Information:**

- Work is performed both online and, in a group, setting at VIRCS primarily during regular work hours. Scheduling flexibility, including evening and weekend work, is required.
- This position offers vacation and health benefits.

### **TO APPLY:**

- A cover letter with an explanation of why you would like to work on anti-racism programming
- Some of your personal core values that you center in doing anti-racism work
- <https://ca.indeed.com/job/program-coordinator-resilience-bc-anti-racism-network-hub-667ba7d6eea99626>
- **APPLICATION DEADLINE IS MAY 5, 2024.**

*VIRCS is an equal opportunity employer. We especially encourage applications from people of different ethnic and cultural backgrounds, particularly indigenous peoples and immigrants to Canada who are entitled to work in-situ Victoria, British Columbia.*

Job description: Program Manager Resilience BC Anti Racism Network HUB. Valid April 2024.