

Enable Program for Children and Youth Coordinator

Term-basis, Part Time

The Enable Program for Children and Youth supports the needs of immigrant and refugee, children, and youth between the ages of 6 - 19. All our services are designed to address their academic, social, and emotional needs as they transition into Canadian Society.

Summary of JOB TITLE

Reports To: Executive Director

Employment Status: Part-time (30 hours per week)

At \$26/hr x 30hrs per Wk. x 18 Wks. ending December 31, 2023, with the possibility to extend for one year.

Start Date: September 16, 2023, with a three-month probation.

Location: Victoria, B.C.

Primary Accountability:

As the Enable Program for Children and Youth Coordinator, you hold a critical role in designing and overseeing programs and services that align with British Columbia's childcare and youth regulations, as well as best practices. Your primary responsibility is to create an inclusive environment that caters to the emotional, academic, and social adjustment needs of newcomer children and youth.

Experience & Qualifications

Qualifications:

- Possession of a bachelor's degree or Diploma in Social Science, Child and Youth Care, Social Work, or related field. Alternatively, a minimum of 3 years of proven, relevant work experience specific to youth development or human social services.
- Required Skills and Experience:
- Demonstrated proficiency in program coordination, administration, and financial management.
- Prior experience in working with children and youth, with a preference for experience involving immigrant and refugee children/youth.
- Exceptional leadership acumen with a proven ability to mentor and supervise staff, practicum students, and volunteers.
- Proficiency in grant writing, funding proposals, and comprehensive reporting.
- Familiarity with child and youth engagement, facilitation, and adherence to best practices.
- Genuine enthusiasm and passion for positively impacting children, youth, and families.
- Strong communication skills coupled with a high level of empathy.
- Proficiency in both written and spoken English.



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Victoria Immigrant & Refugee Centre Society (VIRCS)

1004 North Park Street

Victoria, BC

V8T 1C6

Business No. 892568783RR0001

- Competency in utilizing computer tools, including Microsoft Office, social media platforms, and email.
 - Clean criminal record and valid vulnerable sector check.
 - Possession of First Aid certification or a demonstrated willingness to obtain it.
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Asset Skills and Experience:

- Deep-seated knowledge and sensitivity to adjustment and transitional issues specific to newcomer children, youth, young adults, and their families.
 - Strong understanding and awareness of social justice, diversity, and antiracism issues.
 - Familiarity with local social services and complementary resources for youth and families.
 - Knowledge of prevailing legislation and policies affecting refugees and immigrants.
 - Insight into the culture of nonprofit organizations.
 - Exceptional assessment, problem-solving, and conflict resolution capabilities.
 - Ability to effectively collaborate both independently and as part of a team, fostering collaboration with other professionals in the community.
 - Proficiency in a second language is considered an asset.
 - Recent volunteer or work experience with immigrant and refugee clients at VIRCS is viewed as an asset.
 - Lived experience as a newcomer or as an individual identifying as BIPOC is highly valued.
 - Proactive and capable of managing different tasks with little or no supervision.
 - Must be legally eligible to work in British Columbia, Canada
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Commitment to Diversity and Inclusion

Diversity forms the foundation for excellence and VIRCS seeks team members who will work respectfully and constructively with differences. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

How to Apply

Please apply with a cover letter and resume at indeed.com or alternatively to luis@vircs.bc.ca

In your cover letter, please highlight how you meet the qualifications outlined in the job description. Applications will be accepted for this opportunity until September 15th, 2023.



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[@vircs.bc](https://www.instagram.com/vircs.bc)

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