

## **Program Coordinator, Enable Program for Children & Youth**

**Reports to:** Executive Director, Victoria Immigrant and Refugee Centre Society  
**Status:** Part-time: 22.5.5 hrs/week at \$21/hr  
**Term:** August 15, 2022 – March 21, 2023, with possible extension

The Victoria Immigrant and Refugee Centre Society (VIRCS) operates in the territory of the ləkʷəŋən People and acknowledges that the Songhees and Esquimalt Nations have been stewards of this land since time immemorial.

VIRCS's mission is to assist in the settlement and adjustment of newcomers in Canada, and to provide services designed to increase participation in Canadian society by assisting the newcomer to overcome barriers. VIRCS has over 30 years of experience in providing comprehensive settlement services to immigrants, refugees, and their families. VIRCS's high quality and outcomes-driven settlement and integration services serve over 3000 clients annually across ten programs.

### **PRIMARY ACCOUNTABILITY:**

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

### **DUTIES AND RESPONSIBILITIES:**

#### **Program Coordination & Administration**

- Coordinate and manage all of the following services:
  - Weekly Youth Activity Night Drop-in for youth ages 13-19
  - Weekly Homework Club Drop-in
  - After-school SPARKS Program for children ages 6-11
  - In-school Adjustment Support Groups (Art Therapy Program)
  - Annual Youth Strides Summer Camp for ages 13-19
  - Annual Children's Winter Celebration
- Maintain and coordinate all administrative tasks associated with Enable Program including client files, statistics, communications, annual reports, etc.
- Financial Management including handling of petty cash, creating program budgets, and financial reporting
- Train, supervise, and evaluate program and contract staff and practicum students
- Conduct community needs analysis and create a strategic plan for program service delivery outcomes
- Program development and advancement- create new programs and services in response to community needs and funding opportunities
- Research and identify potential program funding sources, write funding proposals and reports
- Create and maintain program promotional materials and marketing plans
- Develop and implement effective program service evaluation
- Create regular Action Plans for Enable staff
- Participate in agency's committees, community events, and staff meetings



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Victoria Immigrant & Refugee Centre Society (VIRCS)

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MEMBER

### **Networking and Community Engagement:**

- Identify and promote opportunities for public education about multiculturalism, immigration, anti-racism and human rights issues
- Engage/Participate in effective networking and build partnerships with other social or community service providers
- Community stakeholder and funder engagement and relations
- Keep up to date on government policy changes affecting clients and demographic served
- Participate in workshops, forums, conferences and/or training in order to maintain and increase expertise in service areas identified by VIRCS

### **QUALIFICATIONS:**

- Bachelor Degree in Social Science, Child and Youth Care, Social Work or related field of study specific to youth development or human social services, or at least 3 years' of relevant work experience

### **REQUIRED SKILLS & EXPERIENCE**

- Experience in program coordination, administration, and financial management
- Experience working with children and youth, experience with immigrant and refugee children/youth an asset
- Excellent leadership skills, able to oversee, mentor and supervise staff, practicum students, and volunteers
- Experience in grant writing, funding proposals, and reporting
- Experience in child and youth engagement, facilitation, and best practices
- Enthusiasm and desire to work with children, youth, and families
- Excellent communication skills and empathetic capacity
- Effective written and spoken English
- Effective computer skills (Microsoft Office, social media, and email)
- Clean criminal record and vulnerable sector check
- First Aid or willing to obtain

### **ASSET SKILLS & EXPERIENCE**

- Thorough knowledge and sensitivity to adjustment and transitional issues specific to newcomer children, youth, young adults and their families
- Understanding, sensitivity, and an awareness of social justice, diversity, and anti-racism issues
- Knowledge of local social services and complementary resources for youth and families
- Knowledge of current legislation and policies affecting refugees and immigrants
- Understanding of the culture of non-profit organizations
- Strong assessment, problem-solving, and conflict resolution skills
- Ability to work effectively both independently and in a team
- Second language an asset
- Lived experience as a newcomer, or as someone who identifies as BIPOC.