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VIRCS

Program Coordinator, Leading Change for Resilient Communities

Reports to: Manager, Anti-Racism Initiatives, Victoria Immigrant and Refugee Centre Society
Status: Full-time: 37.5 hrs./week at \$26/hr.
Term: February 13, 2023 – February 12, 2024, with possible extension

How to apply:

Submit a cover letter and resume to tonib@vircs.bc.ca **before noon February 6, 2023.**

Please include in your letter the following:

- An explanation of why you would like to work on anti-racism programming.
- Three online workplace equity social media feeds of interest.
- A description of one Anti-Racism learning resource you have found online.

Please write *LCRC Program Coordinator 2023* in the email subject line.

Program Description:

The Leading Change for Resilient Communities (LCRC) program operates in rural BC communities and creates new opportunities for employers and community members to learn more about the prevalence and impact of racism and hate. The LCRC Team works with partners to develop new anti-racism workplace resources and a team of locally based, anti-racism community trainers (ARCS). The program will collaborate with rural members of the [Resilience BC Anti-Racism Network](#) members and the Resilience BC Hub.

Primary Accountability:

This position reports to the VIRCS Manager, [Anti-Racism Initiatives](#) and is accountable to the Resilience BC Hub team who is co-managing the Leading Change for Resilient Communities and the Resilience BC Hub programs.

Role and Responsibilities:

- Lead coordination of Governance Committee meeting planning, logistics and reporting;
- Lead coordination of all program travel planning and logistics;
- Lead coordination of program focus group sessions;
- Lead development and maintenance of program databases;
- Collaborate with Program Manager and Communications Manager in the development of ARCS training kits;
- Collaborate with Program Manager in the delivery of supported ARCS community trainings;
- Collaborate with Program Manager in the planning and delivery of post-training supports to ARCS participants;
- Support the coordination of ARCS coaching activities;
- Participate in program evaluation processes;
- Coordinate monthly report writing;
- Other activities as required.



250-361-9433



info@vircs.bc.ca



www.vircs.bc.ca



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

Victoria Immigrant & Refugee Centre Society (VIRCS)

1004 North Park Street

Victoria, BC

VST 1C6

Business No. 892568785RR0001



MEMBER

Required Skills and Experience:

- 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;
- Extensive experience managing excel databases;
- Strong organizational skills;
- Strong writing skills and experience writing reports;
- Excellent attention to details;
- Experience using Zoom or other online platforms to deliver trainings or host meetings;
- Strong capacity to build and maintain positive, professional relationships while working remotely;
- Strong ability to work independently
- Strong work ethic, with the ability to take initiative
- Creative ability to problem solve and adapt strategies while maintaining fundamental programming objectives;
- Dynamic team member and collaborator.

Asset Qualifications:

- Experience in the private sector or with private sector partners;
- Cross-cultural awareness that enables the ability to engage positively and respectfully with people from diverse ethnic, cultural and religious backgrounds.

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;
- Some travel may be required.

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