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VIRCS

Anti-Racism Initiatives, Victoria Immigrant and Refugee Centre Society

Reports to: Executive Director, Victoria Immigrant and Refugee Centre Society
Status: Full-time: 37.5 hrs/week at \$30/hr
Term: January 3, 2023 – March 31, 2024, with possible extension

How to apply:

If you have the required skills and experience listed below, please submit a cover letter and resume to jhurtig@vircs.bc.ca before noon November 11, 2022. Please include in your cover letter the following:

- An explanation of why you would like to work on anti-racism programming
- Outline your experience with each of the items identified under *Role and Responsibilities*

Please write in email subject line *Anti-Racism Initiatives Manage*

Program Description:

The Manager of Anti-Racism Initiatives will supervise the Resilience BC Hub, which supports members of the [Resilience BC Anti-Racism Network](#) and the [Leading Change for Resilient Communities](#) program that is focused on supporting rural BC communities with anti-racism trainers and workplace equity programming.

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

Primary Accountability:

The Anti-Racism Initiatives Manager reports to the VIRCS Executive Director

Role and Responsibilities:

- Develop and oversee budgets for multiple programs
- Take a collaborative approach to leading and supporting program teams
- Oversee the development and implementation of program workplans
- Liaise with funders, deliver funder reports and seek new funding as required
- Maintain collaborative partnerships with program sub-contractors and consultants
- Oversee external communications with collaborators and build new partnerships with others engaged in anti-racism work in BC and Canada
- Work with Simon Fraser University to produce the *Taking Action!* lecture series and develop other opportunities for collaboration
- Support teams in issue management and media relations
- Track regional, provincial and national media
- Model life-long learning and bring professional development opportunities to the teams
- Other duties 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. 892568783RR0001



Required Skills and Experience:

- Deep 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;
- Experience developing and implementing social justice programming in urban and/or rural settings;
- Experiencing leading a small and medium-size teams;
- Experience integrating wellness and mental health into team practices;
- Experience working with HR to implement recommendations related to conflict resolution and performance reviews;
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills;
- Extensive program management and monitoring experience;
- Strong knowledge of budget development and management;
- Extensive experience successfully collaborating with experienced program teams
- Strong organizational skills and attention to detail;
- Strong capacity to build and maintain positive, professional relationships while working both in person and remotely;
- Creative ability to problem solve and adapt strategies while maintaining fundamental programming objectives;
- Cross-cultural awareness that enables the ability to engage positively and respectfully with people from diverse ethnic, cultural, and religious backgrounds.

Additional Information:

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

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