

Victoria Immigrant & Refugee Centre Society (VIRCS)
1004 North Park Street - Victoria, B.C. V8T 1C6
Telephone: (250) 361-9433, Fax: (250) 361-1914

JOB POSTING: COMMUNITY LIAISON WORKER

Job title: Community Liaison Worker
Reports to: Executive Director
Status: Full-time
Application Deadline: July 12, 2022
Start Date: As soon as possible
End Date: March 31st, 2023

The Victoria Immigrant and Refugee Centre Society (VIRCS) is a non-profit organization founded in 1989 by three former refugees. The centre serves an average of 3000 immigrants, refugees, and new Canadian citizens annually via settlement, resettlement, and adaption services. VIRCS is a part of the Social Innovation Centre, a non-profit society that owns a building housing other non-profits, including VIRCS, to share administrative supports, collaborative space, and a trauma-informed daycare. VIRCS is governed by a Board of Directors and is made up of over 30 employees across 11 programs.

DESCRIPTION

The Community Liaison Worker is responsible for a variety of tasks where outreach is involved, and will serve as a direct point of contact for both community organizations and volunteers to further the support and success of VIRCS and the clients served.

PRIMARY RESPONSIBILITIES

Community outreach and engagement

- Conduct outreach with a wide variety of community organizations
- Cultivate community contacts to increase awareness and collaborative opportunities for VIRCS and its programs
- Maintain a positive and collaborative relationship with community organizations

Volunteer management (recruitment, screening, and placement)

- Recruit and vet volunteers
- Place volunteers in positions that support the organization and its respective programs
- Coordinate volunteers through outreach and trainings.
- Create and maintain a volunteer database of dedicated and passionate volunteers.
- Develop and maintain volunteer-led workshops and clinics.

Communications

- Serve as the point of contact for external engagement
- Manage our public image (website, social media)

- Increase awareness of issues affecting the demographic we serve
- Assist in creating and publishing content on social media in order to build connection and engagement.
- Create a monthly newsletter highlighting programs and other work being done at VIRCS

Growth and Development

- Support fundraising initiatives
- Organize events and engagement opportunities

Other General Responsibilities

- Maintain confidentiality of clients as well as volunteers who are involved with VIRCS.
- Ensure that VIRCS mission and vision are upheld through programming, outreach, and other activities.
- Effectively participate in staff/team meetings.
- Other duties as assigned by the Executive Director.

EDUCATION REQUIREMENTS

- Degree or Diploma in a Human and Social Development field, e.g., social work, child and youth program or related field, preferred or at least 2 years of relevant work experience.
- Experience / knowledge working with immigrants and refugees.
- Cross-cultural awareness; able to engage positively with people from diverse ethnic, cultural and religious backgrounds
- Proficiency in English; additional language(s) an asset.
- Administration experience and computer skills.
- Strong interpersonal and communication skills.
- Must be willing to submit criminal record check.

ASSET QUALIFICATIONS

- Knowledge of available social services and community resources in Greater Victoria
- Knowledge of legislation and policies affecting immigrant and refugee populations in Canada
- Commitment to work ethic premised upon anti-oppression and anti-xenophobia
- Sensitivity to issues of immigration and refugee trauma, mental health and family conflict and knowledge of adjustment and transitional issues specific to newcomers
- Understanding, sensitivity and an awareness of social justice, diversity and anti-oppression issues
- Understanding of the culture of non-profit organizations

SALARY: \$23.00/ Hour

TO APPLY:

If your credentials meet the above job description, please apply on indeed.

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