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VIRCS

Manager of 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: June 19, 2023 – June 18, 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 Luis Gutiérrez Aguirre luis@vircs.bc.ca before noon June 2, 2023. Please include in your cover letter the following:

- An explanation of why you would like to lead this kind of anti-racism programming
- What are some of your personal and core values that you center in doing anti-racism work?
- Outline your experience with each of the items identified under Role and Responsibilities

Please write in email subject line: *Anti-Racism Initiatives Manager*

Program Description:

The Manager of Anti-Racism Initiatives will supervise the two anti-racism programs at VIRCS: 1) Resilience BC Hub, which supports members of the Resilience BC Anti-Racism Network, and 2) Leading Change for Resilient Communities (LCRC), a program that is focused on supporting rural BC communities with anti-racism trainers and workplace equity programming. For more information, please visit:

<https://www.vircs.bc.ca/anti-racism-initiatives>

The Anti-Racism Initiatives Manager manages a multi-year funded budget with strict reporting and schedule requirements.

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, and continue their historic relationship with the land to this day.

Position Title: Manager of Anti-Racism Initiatives

Role and Responsibilities:

- Take a collaborative approach to lead, coach and supervise teams to achieve program objectives while adhering to VIRCS policies and funding guidelines.
- Maintain team wellness and morale.
- Develop and oversee the implementation of program work plans.
- Liaise with funders, deliver funder reports and seek new funding as required.
- Develop and oversee budgets for multiple programs.
- Provide monthly program reports to VIRCS Executive Director and the Board.
- Support teams in maintaining 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 risk management and media relations.
- Approve internal processes, including timesheets, reimbursements, leave requests, contracts, and sub-contracts in a timely manner.
- Model life-long learning and bring professional development opportunities to the teams.
- Other duties as required

Required Skills and Experience:

- In-depth understanding of the history of systemic racism in Canada and BC and its ongoing impact on Indigenous communities, people of African descent, other racialized communities, immigrants and newcomers impacted by racism and hate.
- In-depth understanding of the emotional labour anti-racism work takes, individually and collectively, especially for the members of the team who identify as Indigenous, people of African descent, or other racialized identities.
- Experience in developing and implementing equity programming in urban and/or rural settings.
- Experience in leading small and medium-sized teams and conducting performance reviews.
- Experience in integrating equity, wellness, and mental health into team practices.
- Experience related to navigating conflict and supporting conflict resolution.
- Strong writing, editing, and proofreading skills.
- Extensive program management experience.
- Strong knowledge of budget development and management.
- Financial reporting working experience.
- Strong organizational skills, attention to detail, and responsive to time-sensitive issues.
- Strong capacity to build and maintain meaningful 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 different ethnic, cultural, and religious backgrounds.

Asset Qualifications:

- Experience living and/or working in rural BC communities.
- Degree or diploma in anti-racism related field and/or lived experience.
- Grant writing experience.

Additional Information:

- Work is performed both online and in small group settings at VIRCS primarily during regular work hours.
- Scheduling flexibility, including evening and weekend work, is sometimes required.
- Some travel may be required.
- Due to the collaborative nature of our work, the successful candidate must be located in or near Victoria, BC.
- The position requires the candidate to undergo a police background check.

What We Offer:

- We work in small teams in a medium-size office located within walking distance to downtown Victoria.
- Hybrid working model, remote part-time optional.
- Vacation and health benefits.
- Casual dress code.
- Weekly yoga classes.
- Outside bike storage.
- Our teams value: Collaboration, supportiveness, communication, creativity, inclusivity, respect, fun, empathy, flexibility, gratitude, trust, open-mindedness, transparency, continuous learning, kindness.