



Job title: Project Facilitator (BCCivic Connect)
Reports to: Program Manager
Status: \$25 x 30 hour/week
Term: October 15, 2025 – March 31, 2026 (with the possibility of extension based on available funding)

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.

Duties and Responsibilities:

- **Program Facilitation**
 - Deliver workshops, group sessions, and program activities as assigned.
 - Engage participants in a supportive, inclusive, and culturally safe manner.
 - Assist in preparing session materials, resources, and tools for program delivery.
 - Provide feedback to the Program Coordinator/Manager on participant needs and program effectiveness.
- **Participant Support**
 - Offer guidance and encouragement to program participants during activities.
 - Provide information and referrals to internal or external resources when appropriate.
 - Maintain professional boundaries and confidentiality at all times.
- **Program Administration & Reporting**
 - Assist with participant attendance tracking, data collection, and evaluation forms.
 - Contribute to the preparation of reports by providing accurate activity records and feedback.
 - Ensure program delivery follows VIRCS policies, funder requirements, and applicable legislation.
- **Collaboration & Communication**
 - Work collaboratively with Program Manager, Coordinators, Case Managers, and other staff.
 - Participate in team meetings, training, and planning sessions as required.
 - Support outreach efforts to promote participation in program activities.
- **Workplace Conduct & Culture**
 - Contribute to a safe, respectful, and culturally inclusive work environment.

- Demonstrate professionalism, cultural sensitivity, and teamwork in all interactions.
- Remain aware of community and government policy changes that may affect participants.
- **Other Duties**
 - Participate in VIRCS staff meetings, committees, and professional development as required.
 - Carry out additional tasks as assigned by the Program Manager, or designated Supervisor.

Skills and Qualifications

- Diploma in social services, child and youth care, or a related field, or equivalent work experience. (preferred)
- Experience working with youth from diverse cultural backgrounds.
- Knowledge of settlement services and resources for newcomers in British Columbia. (preferred)
- Strong communication and interpersonal skills.
- Ability to work collaboratively in a diverse team and client environment.
- Proficiency in Microsoft 365, including SharePoint, Teams and database management.
- General knowledge of local social services, non-profits and community resources.
- Strong workshop facilitation and coaching skills.
- Experience providing administrative support in a fast-paced environment.
- Ability to multitask, manage time and prioritize competing demands.

Asset Qualifications

- Fluency in a language other than English.
- Experience in case management.
- Experience in event planning and coordination.
- First Aid and CPR certification. (preferred)
- Experience working in a multicultural environment.
- General understanding of the issues relating to newcomer settlement in Canada.

Important:

Criminal record check will be required before employment commencement.

The above job description is subject to be changed based on needs of the program and funder requirements.

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.

This part-time position (up to 30 hours per week) will run from October 15, 2025, to March 31, 2026, with the possibility of extension depending on available funding. The Project Facilitator (BCCivic Connect) will report directly to the Program Manager and will be responsible for

assisting with the coordination and delivery of program activities, supporting newcomer women through referrals and guidance, maintaining accurate documentation, and collaborating with staff and community partners to ensure effective program delivery.

To Apply

Please submit your resume and cover letter directly to Enable@vircs.bc.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.