

**Project Lead: Full-time contract position to March 31, 2024**  
**Hybrid role based in Vancouver, BC**

**About Us**

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.

To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for Canada, apply to join the team.

**About the Role**

We're seeking a self-motivated and results-driven individual to lead a new project at IEC-BC. This project will develop first, an inclusive employer-informed, cohort-based training bootcamp to deliver focused soft-skills training to tech-skilled newcomers and second, newcomer-informed employer education to increase employer capacity to hire and retain immigrant talent.

Responsibilities include overseeing the end-to-end design, development, delivery, and evaluation, which includes four key activities:

- 1: Engage Tech Enterprises and other partners to explore, design and test new approaches to engage employers in newcomer settlement service delivery.
- 2: Convene and coordinate participatory research co-design workshops that aim to increase employers' access to immigrant talent pool and improve employment and retention outcomes.
- 3: Research, test and evaluate models adopted by project partners to improve newcomer employment outcomes in the tech sector.
- 4: Report on and manage all project related activities including reporting to funding agency.

**Desired qualities**

To do this, you must be:

- 1: Strategic and have the execution ability to build a project from the ground up.
- 2: A natural connector and collaborator who can work with diverse individuals, groups, and organizations.
- 3: A self-starter, organized and an excellent communicator.
- 4: Comfortable with ambiguity and uncertainty that comes with the creation of an early-stage network and building a new project.

- 5: Have proven success in establishing and managing external partnerships.
- 6: Adaptable, a problem solver and comfortable rolling up your sleeves to pitch in to get the job done.
- 7: Have a passion for making a difference!

We're a small team with ambitious goals and you are ready to do what it takes irrespective of job descriptions. While you'll lead this project, you won't do it alone. You will work closely with the Senior Manager, Programs & Stakeholder Relations, and the internal team at IEC-BC.

**Reports to:** Senior Manager, Programs & Stakeholder Relations

**Salary and duration:** \$55,000 per annum plus benefits

### Responsibilities

#### ***Project Management***

- Develop and maintain project work plans for the ongoing progress and execution of project deliverables.
- Monitor and evaluate all activities and prepare monthly, quarterly, and annual progress reports for all partners and funders.
- Review activities and initiate strategy/project refinement, as needed.
- Source, contract, and oversee consultants and vendors.
- Share program insights with partners, key stakeholders, and the broader community.

#### ***Convening***

- Coordinate employer co-design workshops, virtual and in person, and oversee logistics, as needed.
- Identify strategic opportunities to convene virtual and in person gatherings to support the project partners, shared learning, and networking.
- Coordinate project team meetings.

#### ***Stakeholder Engagement and Partnerships***

- Support in the development of an outreach and engagement strategy for tech employers and other stakeholders.
- Establish and maintain positive working relationships with internal and external stakeholders.
- Participate in immigrant-employment related working groups and events as assigned.

#### ***Communications***

- Collaborate with Communications staff to amplify the project goals and outcomes through strategies, messaging and promoting partners' activities and impact.

#### ***Administration***

- Respond to all project inquiries.

- Maintain electronic and hard copy filing systems.
- Ensure delivery and submission of funder and stakeholder reports.
- Manage project budget in consultation with Senior Manager.

### Education and Core Competencies

- Experienced in building and leading a project from the ground up.
- Highly effective in building partnerships and managing stakeholder relations
- Demonstrated experience working effectively in a small team environment to achieve project and organizational goals.
- Demonstrated ability to work within and across a range of cultural and community contexts.
- Demonstrated ability to execute projects on time and on budget.
- Strong interpersonal and communication skills with the ability to build cooperative working relationships internally and externally.
- Advanced use of MS Office Suite including Word, Excel, Outlook, PowerPoint, and Teams.

### Desirable

- Experience using Customer Relationship Management (CRM) systems
- Understanding of immigrant employment barriers and the challenges facing employers in increasingly culturally diverse workplaces
- Knowledge of design tools: Canva, Mural

### How to Apply and Deadline

If you are an individual who thrives in a fast-paced, challenging work environment and wants to join a diverse and collaborative team, this could be the position for you. Please submit a cover letter and resume by May 31, 2022, to [recruitment@iecbc.ca](mailto:recruitment@iecbc.ca) and quote "Project Lead – Tech Boot Camp" in the subject line.

***We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.***