

PROGRAM COORDINATOR, FAST/SPRINT

Job Posting: Full-time, contract (until January 3, 2023)

Location: Vancouver, BC (currently remote)

Posted: January 12, 2022

Start Date: ASAP

About IEC-BC

The Immigrant Employment Council of BC (IEC-BC) facilitates the integration of skilled newcomers into Canada's workforce by connecting employers with the talent they need. As a champion of employers, we foster solutions, build connections, and are a catalyst for employer success.

IEC-BC works directly with employers, industry, and sectoral organizations to develop innovative solutions, tools and resources that support employers in integrating skilled immigrants into the Canadian workforce. Through partnerships with businesses, government, and community partners, we deliver employer-driven solutions that give businesses an edge in an increasingly competitive economy. IEC-BC is funded by the Government of Canada.

About the Position

We are looking for a full-time Program Coordinator to join the IEC-BC team. As part of the Skills Validation team at IEC-BC, this role will be primarily responsible for the outreach and engagement of service delivery partners for the [Facilitating Access to Skilled Talent \(FAST\)](#) program and its recent expanded program, the [Skills Passport for Newcomers in Tech \(SPRINT\)](#). This role will also be responsible for other aspects of the program delivery and maintenance, including client and partner tracking, relationship management and supporting program improvements.

FAST is a unique online competency assessment platform designed to provide Canadian immigrants to Canada with a suite of tools and resources to help them get started on their careers in Accounting, Biotechnology and Life Sciences, Information Communication Technology, Skilled Trades, and Culinary Arts.

Reporting to the FAST Program Lead and working closely with the FAST Program Coordinator, the successful candidate will ensure that project goals and objectives are achieved. This role will also provide additional administrative support to the Senior Manager, Skills and Validation & Strategic Initiatives, the FAST Program Lead, Project Management/Advisory Teams, as needed.

Main Responsibilities

Project Coordination

- Coordinate overall project delivery and activities of SPRINT
- Coordinate project meetings with project partners of SPRINT and manage project partner relationships, ensuring project deadlines are met
- Coordinate with FAST Program Coordinator on learning management system administration activities, including providing support to candidates in registering for the FAST/SPRINT online portal; following up with enquires from candidates, service delivery providers, and employer partners; liaising with system development team to resolve issues; tracking and reporting on user stats and employment outcomes
- Coordinate with the FAST Program Coordinator on the maintenance and improvement of the FAST/SPRINT web portal pages to ensure the information provided is accurate and updated regularly
- Provide project activity reports on a weekly/monthly basis (internally) and quarterly basis (externally), as required by program funder
- Participate and facilitate project development and implementation meetings and/or committees, as needed

Engagement & Partner Management

- Responsible for the outreach and engagement with community organizations and direct immigrant-serving organizations to inform about the FAST/SPRINT program offering
- Deliver information sessions with interested organizations
- Deliver onboarding and training sessions in collaboration with the FAST Coordinator to participating organizations
- Manage a network of FAST/SPRINT program partners, with on-going communication to ensure support is regularly available to partners and foster consistent client referrals
- Support content creation and assist with the design of communications materials to promote the FAST/SPRINT program
- Support the employer relations team at IEC-BC to outreach to relevant employers to inform and engage them on the FAST/SPRINT program

Administration

- Process and track SPRINT project invoices and budget expenses
- Provide timely and effective reporting on a weekly, monthly, and quarterly basis
- Provide support to advisory/working group members, as required
- Other administrative duties including filing and data upload for program research and evaluation, as required

About You

The successful incumbent for this role will be:

- **An innovator:** you enjoy finding ways to make strategic improvements to existing processes and thinking of new ways to empower others.
- **A collaborator:** working with a team and project partners from across Canada excites you.
- **A great communicator:** you believe that clear, effective communication builds trust and creates better relationships.
- **Entrepreneurial:** you thrive in finding opportunities in challenges and solutions to complex problems.

- **A great relationship builder:** you can identify, build, and nurture relationships with a range of stakeholders' roles, departments, and levels.
- **Organized and effective at time management:** you will be responsible for a growing program with multiple tasks at any given time and can keep these organized and prioritized to ensure goals are achieved. You like to get things done.
- **Resourceful:** when you encounter a new task, you have the initiative to seek help from your colleague's knowledge, your team, your network, and other resources available to find a good path forward.

Experience/Education:

- Demonstrated experience in project coordination and relationship management
- Aptitude in building and nurturing relationships with project partners, including immigrant-serving organizations and employers
- Ability to work independently, take initiative and be self-directed
- Demonstrated ability to work in a small and dynamic team setting
- Demonstrated skill in coordinating multiple project deadlines and managing priorities
- Experience in working with not-for-profits preferred
- Proficiency and experience in facilitation preferred

Knowledge/Skills:

- Excellent communication skills; adept in written reports and presentations
- Brilliant interpersonal skills with the ability to build and nurture cooperative working relationships with stakeholders, partners, and clients
- Ability to excel in a fast-paced work environment with minimal supervision, knowing where and when to escalate issues
- Outstanding time management & organizational skills
- Problem solving and analytical skills - takes initiative to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the situation
- Proficient with Microsoft Office products and social media

How to Apply

If this sounds like you and you enjoy a fast-paced and challenging work environment, please submit your cover letter and resume by **4:00pm PT on January 24, 2022**, to FAST Program Lead, Iona Santos-Fresnoza at iona.santos-fresnoza@iecbc.ca. **Please ensure that you quote "Program Coordinator, FAST/SPRINT" in the subject line.**

We kindly ask for no phone calls please. Due to the high number of applications we receive, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in the Immigrant Employment Council of BC.