

## Project Lead, Building SME Networks

### 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.

The Immigrant Employment Councils of Canada (IECC) national network team operates out of IEC-BC. The IECC National Network is a partnership of nine immigrant employment councils across Canada committed to work together to improve labour market attachment by connecting skilled immigrants with Canadian employers. Through its pan-Canadian scope and activities, the collective effort of the network aims to increase employer engagement, inspire new program innovations, and foster strategic partnerships to strengthen labour market outcomes for skilled immigrants across Canada. While Immigrant Employment Councils and their local partners across the country have long been collaborating and cooperating over the years, the formal network efforts kicked-off in 2020 to further advance the collective forward-thinking leadership and vision of encouraging Canadian employers to recruit, hire, train, and retain newcomers at levels similar to that of other Canadians.

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 with collaboration impact across Canada. Responsibilities include overseeing the end-to-end design, development, delivery, and evaluation, which includes four key activities:

- 1: Build and engage project partners from across the network of Immigrant Employment Councils and local Small-Medium Enterprises 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 SMEs access of immigrant talent pool and improve employment and retention outcomes.
- 3: Research, test and evaluate models adopted by project partners across Canada to improve engagement with SMEs.
- 4: Report on and manage all project related activities including reporting to funding agency.

To do this,

- 1: You must be strategic and have the execution ability to build a project from the ground up.
- 2: You must be able to effectively communicate with the regional partners within Canada and manage multiple stakeholders.
- 3: You should be a self-starter, organized and an excellent communicator.
- 4: You must be comfortable with ambiguity and uncertainty that comes with the creation of an early-stage network and building a new project.
- 5: You must have proven success in establishing and managing external partnerships.
- 6: You are adaptable, a creative problem solver and comfortable rolling up your sleeves to pitch in to get the job done - 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 for the National Network, IEC-BC, other team members across the national network, as well as your local team at IEC-BC. The IECC national network and other partners are core to the project and your collaboration and relationship building skills will be integral for the success of this project.

**Reports to: Senior Manager, National Network, IEC-BC, IEC-BC. This position is based in Vancouver, BC.**

**Salary and duration:** Annual salary range \$55-60K. This is a full-time contract position to March 2024.

## About You

### 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.
- Knowledge of design tools: Canva, Mural desirable

### Personal Characteristics

- Customer Service Orientation: “Client first” and “Do what it takes” approach to providing service and support to internal and external stakeholders.
- Flexibility: Demonstrates a willingness to be flexible and adaptable while maintaining effectiveness and efficiency.
- Communicates Effectively: Speaks and writes clearly, using appropriate and effective communication tools and techniques. Possesses good presentation skills and active listening skills. Effectively accesses and uses information to inform, influence and persuade others.
- Team player / Building and Maintaining Relationships: Works cooperatively/collaboratively and effectively with others to set goals, resolve problems and make decisions. Is able to work with individuals from a wide variety of cultures and perspectives. Establishes and maintains positive working relationships with both internal and external clients to achieve organizational and project goals.
- Problem Solving and Analysis: Assesses challenges, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves problems.
- Bias for Action/Results Orientation: Uses a proactive approach and focuses on achieving desired outcomes.

### 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 June 24th, 2022, to [recruitment@iecbc.ca](mailto:recruitment@iecbc.ca) and quote “Project Lead – Building SME Networks” 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.***

Responsibilities of this position include:

***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 coordinate with professional and consulting services retained.
- Share program insights with partners, key stakeholders, and the broader community.

***Convening***

- Coordinate quarterly employer co-design workshops, virtual and in person, and are responsible for all logistics, including travel arrangements and accommodations, as needed.
- Identify strategic opportunities to convene virtual and in person gatherings to support the national project team, shared learning, and networking.
- Coordinate bi-monthly (once every two months) team meetings.

***Stakeholder Engagement and Partnerships***

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

***Communications***

- Collaborate with Communications staff from relevant IECs to amplify the project goals and outcomes by aligning complimentary strategies, messaging and cross 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 your direct manager/supervisor.