

PROGRAM COORDINATOR, STRATEGIC INITIATIVES

Job Posting: Full-time, contract
Location: Vancouver, BC | Hybrid Workplace (2-days in office)
Salary: \$48,000-\$53,000
Posted: November 16, 2022
Start Date: ASAP
End Date: **July 31, 2023**

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 coordinating strategic initiatives, including externally funded programs that require stakeholder management and internally prioritized initiatives that require collaboration across IEC-BC programs. This role will report to and work closely with the Senior Manager of Skills Validation and Strategic Initiatives.

Primary Responsibilities

Program Coordination

- Coordinate overall project delivery and activities of several key strategic initiatives
- Coordinate project meetings with external partners and manage partner relationships, ensuring project deadlines are met
- Coordinate internal meetings, summarizing meeting actions and facilitating post-meeting feedback (i.e. internal surveys)
- 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

Relationship Management

- Manage a network of program partners, with on-going communication to ensure support is regularly available to partners and foster consistent client referrals (where applicable)
- Coordinate and support web-based training/workshops and meetings for participating organizations
- Support content creation and assist with the design of communications materials to promote strategic initiatives (where applicable)
- Support the Sr. Manager with internal IEC-BC staff meetings, engagements and outreach for feedback

Research & Communications

- Coordinates and supports program partners communications activities
- Create and disseminate internal communications assets (i.e. emails, surveys, etc.)
- Source and compile relevant statistics, information, and data for use in various reports, briefs and/or presentations

Administration

- Provide timely and effective reporting on a weekly, monthly and quarterly basis
- Maintain updated contact information for affiliated partner organizations
- 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:

- **A great communicator.** You believe that clear, effective communication builds trust and creates better relationships. You have demonstrated excellent written, verbal, and interpersonal communication skills through previous work, volunteer and/or educational activities.
- **A collaborator.** You have shown an ability to work well with others and working with a team and project partners from across Canada excites you.
- **Entrepreneurial.** You enjoy working independently and 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 number of strategic initiatives, 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 external and internal stakeholders
- 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

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

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 (PST) on December 1, 2022**, to recruitment@iecbc.ca. **Please ensure that you include “Program Coordinator, Strategic Initiatives” 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.