

### Manager, IECC National Network

Vancouver, BC - Hybrid: 2 days in the office

**Reports to:** Senior Manager, Programs and Stakeholder Relations, working closely with Executive teams from all IECs.

**Salary: \$65,000 - \$70,000 plus benefits**

#### About the Role

We're seeking an enthusiastic, self-motivated and results-driven individual to manage the Immigrant Employment Councils of Canada Network (IECC) a collective network of ten immigrant employment councils across Canada with the aim to building a stronger Canadian economy through significantly improved labour market outcomes for immigrants.

You will report to the IEC-BC Senior Manager, Programs and Stakeholder Relations to provide oversight of a range of programs and initiatives. Key responsibilities include oversight and management of core activities:

- National network of 10 immigrant employment councils across Canada (IECC) to build and strengthen the capacity and coordination of IECs to share best practices, increase collaboration, networks, and national cohesion.
- Multi-regional employer engagement program to build service provider capacity to engage with employers.
- National Online Learning Hub for Employers – the learning hub will leverage learning materials from across the IECC network and regional partnerships.
- National Communications Campaign and Employer Roundtables to increase employer awareness of the value of immigrant talent and influence their immigrant hiring practices.
- Proposal writing proposals for IECC capacity building and related projects.
- Oversight and management of other funded projects.

#### Scope of Responsibilities

- Oversee project work plans for the ongoing progress and execution of project deliverables.
- Monitor and evaluate all activities and prepare quarterly and annual progress reports for all partners and funders.
- Review activities and initiate strategy/project refinement, as needed.
- Communicate program insights to partners, key stakeholders, and the broader community.
- Strategically contribute to the planning and delivery of bi-annual IECC meetings through consultation with Government and IECs to inform agenda, logistics and engage relevant stakeholders.
- Identify and manage strategic opportunities to convene virtual and in person gatherings to support the National network, shared learning, and networking.
- Oversee a national outreach and engagement strategy for employers and stakeholders.
- Establish and maintain positive working relationships with internal and external stakeholders.
- Oversee the collaboration with other IECs to amplify the work of the National Network by aligning complimentary strategies, messaging and cross promoting partners' activities and impact.
- Respond to all project inquiries.
- Responsible for Proposal writing and managing new projects related to IECC Network.
- Manage project budget in consultation with Senior Manager.

Are you strategically minded with proven experience in execution and building a project from the ground up? Are you an effective communicator with confidence in influencing C-level partners within the organization and managing multiple stakeholders? Do you have experience in policy development? Are you a self-starter, organized and able to take the reigns in managing the growth of an early-stage network and building new projects? Are you an adaptable, innovative, solutions-oriented team player? At IEC-BC we are a small team with ambitious goals and are looking for someone like you to join us in rolling up our sleeves to pitch in and get the job done, a culture of business partners.

***Core Competencies:***

- Experienced Project Manager with demonstrated success in leading and growing new projects.
- Highly effective in building partnerships and managing stakeholder relations.
- Grant/proposal writing experience.
- Demonstrated experience working effectively in a small team environment to achieve project and organizational goals.
- People management experience and strong team leadership skills.
- Understanding of policy engagement.
- 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 problem-solving skills.
- 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 and PowerPoint.

***Desired Characteristics***

- Experience with and passion in working with, and across, the non-profit and private sectors.
- Demonstrated experience in building and managing collective impact projects and Communities of Practice is an asset.
- Familiar with immigration policies and understanding of immigrant settlement.
- Adaptable and calm with changing priorities and timelines.

**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. <https://iecbc.ca/>

We help immigrants build a new life in Canada by creating pathways to employment and community engagement. If want to join an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, apply to join the Immigrant Employment Council of BC.