



## Manager, Workforce Development Programs

Full-time, Hybrid (2 – 3 days per week onsite)

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 to the workplace and communities.

### About the Role

We are seeking a highly skilled and experienced Manager, Workforce Development Programs, to join our non-profit organization. In this role, you will focus on the development and management of national workforce development programs ensuring they align with our organizational mission. This role requires advanced skills in developing, implementing, and managing complex funded projects, with a focus on continuous improvement based on evaluative feedback and stakeholder needs.

**Reports to:** Senior Manager, National Partnerships and Engagement

**Location:** Vancouver, BC (Hybrid)

**Salary:** \$70,000-\$75,000 per annum plus a competitive benefits package

### Key Responsibilities

#### Program Development and Management

- Develop, implement, and manage new projects and workforce development programs that support the economic and social integration of immigrants, aligning with the organization's mission and strategic goals.
- Conduct comprehensive needs assessments and collaborate with internal and external stakeholders to identify program priorities and target populations.
- Manage program timelines, milestones, and performance indicators to track progress and measure program outcomes.
- Oversee program budgeting, resource allocation, and forecasting to maximize resource utilization.
- Generate regular reports on program performance, including operational, financial, and outcome metrics.
- Utilize data analysis to inform decision-making and identify opportunities for program enhancement.
- Ensure compliance with funding requirements, quality standards, and regulatory mandates.

#### Team Leadership

- Lead and mentor cross-functional program teams, promoting a collaborative, inclusive, and innovative work environment.
- Enhance understanding and alignment of different programs within the organization among team members.

### Stakeholder and Employer Relations

- Build and maintain relationships with employers, business associations, community organizations, government agencies, and other stakeholders.
- Represent the organization at external events and meetings, promoting our programs and initiatives, and building collaborative networks.
- Act as a spokesperson for the organization's immigrant workforce development initiatives, participating in public speaking and networking opportunities to raise awareness and support for the programs.

### Proposal Writing and Reporting

- Write persuasive proposals aimed at securing funding and support for programs and initiatives.
- Coordinate the proposal development process, ensuring compliance with requirements and timely submissions.
- Produce comprehensive and impactful reports for funders, the Board of Directors, and other key stakeholders.

### Qualifications

- Bachelor's degree in a relevant field (e.g., Human Resources, Business Administration, Social Sciences, Education) or equivalent experience.
- 3 - 5 years of experience in program development, ideally within the non-profit sector.
- Exceptional project management skills, capable of managing multiple programs simultaneously.
- Strong leadership abilities with experience guiding and motivating a team.
- Advanced analytical and problem-solving skills, adept at collecting and interpreting program data.
- Experience writing successful funding proposals and grants.
- Excellent communication and interpersonal skills, capable of engaging a diverse range of stakeholders.
- Proficient in using project management software and tools (e.g., Asana).
- Flexibility to adapt to changing priorities in a dynamic work environment.
- Experience developing and delivering federal and provincial government-funded projects.
- An understanding of the challenges and opportunities that employers face regarding workplace inclusion of newcomers is an asset.
- Experience working in the private sector is an asset.

### How to Apply

If you are passionate about working with employers and stakeholders to advance immigrant workplace inclusion and thrive in a small, impact focused and fast-paced organization, this could be the position for you. To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, please submit your resume and cover letter by May 22, 2024, to [recruitment@iecbc.ca](mailto:recruitment@iecbc.ca) and quote "Manager, Workforce Development Programs", 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.*