

Project Coordinator, Employer Navigator Pilot Project

Full-time, Hybrid (3 days 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 proactive and detail-oriented Project Coordinator for a new Canada-wide initiative aimed at enhancing labor market integration for immigrants across Canada. The Project Coordinator will play a pivotal role in the implementation and success of the Employer Navigator pilot project, which is designed to enhance the labor market integration of immigrants and refugees by supporting small and medium businesses (SMEs) through resources and personalized guidance. You will be responsible for managing daily operations related to the project, including coordination among partners and internal business units, maintaining project timelines, developing databases, organizing and facilitating digital database features and online forum communities, and ensuring comprehensive support to the management team for all project-related activities.

Reports to: Senior Manager, National Partnerships & Engagement

Salary: \$55,000-\$60,000 per annum plus a competitive benefits package

Location: Vancouver, BC

Key Responsibilities

Project Coordination and Management:

- Oversee all project operations to ensure effective execution according to the Project Charter and Pilot Project Plan.
- Manage coordination among various teams and partners, including World Education Services (WES) and other community collaborators.

Timeline and Resource Management:

- Monitor and maintain project timelines.
- Ensure all deliverables are achieved on time and within scope.

Database Development and Management:

- Develop and maintain a comprehensive database that supports the needs assessment process.
- Curate information packages for participating Small-to-Medium size employers.

Digital Platform and Partnership Engagement:

- Organize and facilitate the features of digital databases.

- Organize, facilitate and support cross functional collaboration among IEC-BC internal business units, project partners, vendors/consultants and other stakeholders.
- Manage online forum communities to foster interaction and resource sharing among employers, partners and stakeholders.

Documentation and Reporting:

- Prepare, organize, and document meetings and other project-related activities.
- Ensure that all materials and contributions are ready and that stakeholders are well-informed.
- Maintain precise and up-to-date project documentation, such as project plans, progress reports, and minutes from meetings.
- Collect and analyze project data to evaluate performance and pinpoint areas for improvement.
- Prepare detailed reports on project outcomes, lessons learned, and recommendations for future projects, enabling you to share valuable insights and promote continuous improvement.
- Adhere strictly to organizational policies, procedures, and reporting requirements.

Administrative Responsibilities:

- Handle inquiries and manage communications related to the project.
- Maintain both electronic and physical filing systems.
- Prepare and refine documents, reports, and correspondence.
- Collaborate with the Senior Manager and team to monitor and adjust resource utilization, ensuring efficient and effective project delivery.

Qualifications:

- Bachelor's degree in business administration, Human Resources, or a related field.
- Minimum of 3 years of experience in project coordination, with demonstrated experience in on partnership management, preferably with a focus on employment, immigration, or workforce development.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills, capable of working effectively with diverse teams and stakeholders.
- Proficient in Microsoft Office, project management tools and software, customer relationship systems, and digital communication tools.
- Adept at managing complex projects and navigating partner ecosystems.
- A passion for workforce development and improving immigrant access to employment opportunities.
- Proactive and solution-oriented with a high degree of integrity and professionalism.
- Capable of thriving in a dynamic and fast-paced environment.

How to Apply

If you are passionate about promoting diversity and inclusion in the workplace 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 September 2,**

2024 via LinkedIn or to recruitment@iecbc.ca and quote "Project Coordinator-Navigator Pilot", in the subject line.

We kindly ask for no phone calls. We are a small team with limited HR support, and due to the high number of applications received, only candidates who are selected for an interview will be contacted.