

*Association for New Canadians is a non-profit, community based organization dedicated to the provision of settlement and integration services for immigrants and refugees.*

**Job Title:** Settlement Services Coordinator

**Location:** Happy Valley-Goose Bay

**Position Type:** Part-time position contractual to March 31, 2019, with the possibility of renewal pending funding approval

### **Core Functions**

The **Settlement Services Coordinators** will be responsible for establishing satellite offices in four communities across Newfoundland and Labrador as well as extending program and services to newcomers provided by the Association for New Canadians. This position will support newcomers and build regional employment partnerships focused on coordinating efforts for successful labour market attachment. More specifically, the Coordinators will be responsible for:

- **Settlement Services and Supports** – Provide newcomers with needs assessments, settlement planning, information/orientation sessions, and assistance with applications for essential services (as required).
- **Atlantic Immigration Pilot (AIP) Program Assistance** – Provide employers with application assistance, potential employees with needs assessments and settlement plans, as well as AIP-endorsed newcomer employees and their employers with settlement assistance to support retention.
- **Referrals** – Connect newcomers to a wide array of internal and external supports including language and employment services, child and youth supports, secondary/post-secondary institutions, community agencies, professional and social services, volunteer programming, etc.
- **Capacity Building** – Promote the AIP Program, Private Sponsorship Program, as well as ANC programs and services available to newcomers. Build relationships with stakeholders, newcomers and volunteers.
- **Assessment** – Determine the need for expanded/additional settlement, ESL, and employment services (as required), identify emerging issues and best practices to be shared with the community at large, and provide recommendations to improve existing programming.
- **Administration** – Prepare and submit progress and summary reports. Maintain and report statistics for quarterly and annual reporting in compliance with stakeholder agreements. Coordinate with internal staff to ensure the overall program delivery goals are achieved. Participate in staff meetings, conferences and professional learning as well as represent the Association, as requested, on committees, boards and working groups.

### **Qualifications and Experience**

- Bachelor's degree with a minimum of three years' relevant experience or a combination of equivalent experience and education.
- Knowledge of specific issues facing newcomers and the ability to develop strategies for positive outcomes.
- Strong organization, coordination, presentation, and communication (both written and oral) skills.
- Precise attention to detail in report writing and compliance requirements.
- Working knowledge of Microsoft Office.

- Excellent interpersonal skills and flexibility to address the changing needs of the environment and client group.
- Ability to effectively engage with a variety of stakeholders, both internal and external.
- Experience developing goals, timelines, and delivery methods to achieve set objectives.
- Passion for promoting diversity, workplace inclusion, and newcomer integration.
- Experience report writing and meeting compliance requirements.

### **Conditions of Employment**

- Ability to travel is required. Valid class 5 driver's licence and access to a reliable vehicle is required.
- Flexible to work outside of standard core hours (Monday to Friday 9am - 5pm).
- Position is subject to receipt of a satisfactory Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary.
- Applicants must be legally entitled to work in Canada.

### **How to Apply**

Please email a resume and cover letter in ONE FILE (.doc or .pdf only) to: James Baker, Manager, Programs and Research, at [ancjobs@nfld.net](mailto:ancjobs@nfld.net).

*Association for New Canadians values inclusiveness and is an Equal Opportunity Employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.*