



Co-Manager, Vancouver Local Immigration Partnership

South Vancouver Neighbourhood House & Mount Pleasant Neighbourhood House
(Internal/External Posting) Part time 21 hours week



South Vancouver (SVNH) and Mount Pleasant (MPNH) is on the unceded, ancestral, traditional and stolen homelands of the Coast Salish Nations, the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Saíl̓wataʔ/Selilwitulh (Tseil-Waututh) Nations.

The Vancouver Local Immigration Partnership* (VLIP) is an IRCC (Immigrant, Refugees and Citizenship Canada) funded community collaborative focused on developing and implementing local settlement strategies that coordinate and enhance service delivery to newcomers while promoting innovation and efficient use of resources. The VLIP goal is to activate strategies to assist newcomers in integrating into Vancouver life by supporting the sharing of community-based knowledge and local strategic planning, improving accessibility to services. The VLIP will engage stakeholders with a concerted interest in supporting newcomers in Vancouver including employers, school boards, health centres, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations, and the community and social services sectors.

The ideal candidate has extensive experience with the community-based settlement sector, managing IRCC contracts, as well as a wide network of partnerships in Vancouver. The successful candidate will also demonstrate a proven record of strong leadership skills and an ability to work effectively and collaboratively with staff, volunteers, funders, community partners and local groups.

Position Overview:

The Vancouver LIP Co-Manager will be responsible for co-managing and evaluating the LIP for the municipality of Vancouver. The effective operation of the VLIP will be achieved by working closely with the VLIP Partnership Council and VLIP staff team to create, implement and monitor the annual goals, objectives, and work plans of the partnership. The position involves planning, administration, and evaluation of VLIP activities, including team direction, council facilitation as well as marketing and communications. The VLIP Co-Manager remains current on issues and trends of strategic relevance to the partnership.

Accountability and Key Responsibilities:

The VLIP Co-Manager will work closely with, and will report to, the Executive Directors of South Vancouver Neighbourhood House (SVNH) and Mount Pleasant Neighbourhood House (MPNH).

Project Management:

- Oversee and contribute to all aspects related to the day-to-day-management, and ongoing evaluation of the VLIP
- Collaborate with the VLIP Executive Directors, other LIPs, VLIP Co-Manager, students, volunteers, stakeholders, community partners and community members to create a work plan and achieve its goals and project deliverables
- Ensure timely and effective project delivery, develop solutions, and make recommendations for project improvement on an ongoing basis
- With Co-Manager, oversee the implementation of the strategic plan, created in collaboration with the VLIP Council
- Contribute to the implementation of the evaluation framework for the VLIP project and its activities
- Contribute to analysis and recommendations toward organizational and sector improvement
- Contribute to the creation of internal and external reports
- Oversee Communication strategy and its implementation
- Performs other duties as assigned

Stakeholder Engagement:

- Identify, establish, and maintain relationships with key stakeholders and partners through a VLIP council including, but not limited to employers, school boards, health centers, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations and the community and social services sector



- Effectively facilitate working meetings with stakeholders and partners to catalyze innovative and collaborative action, including the implementation of a strategic plan guided by the VLIP mandate
- Work closely with Co- Manager, with the project partners to ensure coordinated progress on all project components
- Initiate the research of best practices and suggest project ideas to enhance the newcomers' cultural and community integration that will feed into VLIP strategic planning

Administration and Staff Supervision:

- Coordinate research streams for further funding and supervise the Communication Coordinator to develop grant proposals based on strategic needs
- Supervise, evaluate, and develop a team of VLIP staff, students, and volunteers
- Maintain accurate and transparent records, and adhere to ANHBC organizational and workplace policies

Public Relations:

- Represent the VLIP at city-wide and provincial initiatives as appropriate
- Liaise with organizations in major newcomer hubs to develop partnerships for organized outreach for promotional presentations
- Organize and participate in settlement sector events.

Qualifications and Experience:

- Master's degree in relevant discipline, and minimum 5 years' experience working in community development, community-based research, or combined equivalent of education and experience
- Understanding of the non-profit sector; preferred recent experience with the immigrant serving sector or working directly with newcomers to Canada
- Excellent facilitation and presentation skills
- Experience working within an equity and anti-oppression framework
- Demonstrated ability to produce clear, concise, and effective tools, presentations, reports
- Creative and consultative approach to problem-solving, working with a high degree of proficiency, confidentiality, decision-making and problem-solving skills to identify appropriate solutions to address issues in the face of conflicting needs
- Strong communication skills with a wide range of people including people with lived experience, agency staff and volunteers, managers, government program representatives and others
- Excellent organizational and planning skills
- Experience supervising staff
- Demonstrated ability to handle a multi-task environment, and meet deadlines, as well as to work independently and in a team environment
- Fluency in a second language is an asset.

This is a regular par time position at 21 hours per week; hourly rate \$38.42.

For more information about the Association of Neighbourhood Houses of BC, please visit www.anhbc.org. The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. All qualified individuals are encouraged to apply with covering letter **by noon Friday, September 16th, in confidence**, to:

Mimi Rennie and Tulia Castellanos
Email: mimi@southvan.org and tcastellanos@mpnh.org.

**Please state "Co-Manager, Vancouver Local Immigration Partnership" in the subject line.
We thank and acknowledge all applicants and will proactively contact those selected for interviews.**