



Contract Description

The Immigrant Welcome Centre in Campbell River is seeking to fill the following contract for service.

Who we are...

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

How to apply for this contract:

Please submit a cover letter and resume to deborah.hall@immigrantwelcome.ca describing your skills and experience that make you the best candidate to fill this contract by Tuesday, October 3 at 9:00 a.m.

CONTRACT FOR SERVICE: Coordination and facilitation of Conversation Group sessions

LOCATION: Campbell River

CONTRACT FEE: Contract \$150 per session completed. Contract will run from October 1, 2023-March 31, 2023, with the possibility of contract being renewed in the new fiscal year April 2024-March 31, 2025 dependent on continued funding.

CONTRACT SUMMARY

The coordinator is responsible for coordinating and facilitating Conversation Group session topics that meet once a month on a Saturday morning (time/dates to be determined) for 1.5 hour. Our programs run from October-June, no programs in July and August. The purpose of these sessions is to provide a safe and welcoming place that encourages adults from non-English speaking countries an opportunity to feel comfortable speaking English with each other and community members.

ACTIVITIES

Coordination



- Develop and implement a Conversation Group session plan (see deliverables) which includes identifying/arranging reading topics,/presenters (if applicable), meeting location and dates/time for each session.
- Purchase program supplies as required.
- Coordinate and lead sessions ensuring the safety of participants handling any issues that may arise during the program.
- In the event, you as the coordinator cannot be present during a session as a contractor you are responsible for rescheduling the session or arranging a substitute to take on your duties during your absence. The substitute must be pre-approved by MISA prior to the session.
- Ensure requirements for use of facilities are adhered to: use of space, notifying if there is a cancellation.
- Remind attendees about program sessions by phone and or e-mail.
- Ensure that program participants, volunteers and IWC staff are notified of cancellations and program changes.
- Supervise program volunteers and utilize as needed.
- Liaise with IWC staff to arrange for guest speakers, presentations, or information about community services and resources if applicable. Follow up with scheduled guest speaks prior to sessions.
- Refer attendees to the Immigrant Welcome Centre for additional support services.

Record Keeping & Reporting:

- Ensure that all Conversation Group participants complete a program registration in Eventbrite.
- Maintain attendance sheets and record of activities on the Program Activity Sheet. Ensuring that the attendees/volunteers have signed.
- Maintain records of conversation group volunteers
- Maintain budget and keep records of all donations, in-kind contributions and community presenters using the Conversation Group Activity Report.
- Run program within approved budget.
- Collect client outcome surveys, program evaluations and submit reports as required.
- Assist with evaluating the program and providing recommendations to IWC staff.

DELIVERABLES

- Develop a Conversation Group session Plan for six sessions, which includes identifying/arranging reading topics,/presenters (if applicable), meeting location and dates/time for each session.
- Delivery of 6 Conversation Group Sessions – Between October 1, 2023 - March 31, 2024
- Maintain the Conversation Group Activity Sheet on Google Drive. Update no later than 5 days following each session.
- Attendee and volunteer attendance sheets from sessions
- Submit invoice for services to the Immigrant Welcome Centre no later than 5 days following each program session delivered.



The compensation for this contract is based on activities and contract deliverables.

QUALIFICATIONS:

Required

- Post Secondary training in human services, community development, administration or a related field, or a combination of education and experience
- Experience facilitating workshops/group discussions
- Fluency in English – (fluency in other languages a valuable asset).
- Proficiency in MS Office and comfortable using technology
- Valid BC Driver's License and reliable transportation.
- A clean vulnerable Sector Criminal Record Check.

Preferred Skills, Knowledge and Experience

- Experience working with immigrants and/or visible minorities, knowledge of the impact of immigration.
- Experience working with low level English learners.
- Strong verbal and written communication skills.
- Strong organizational, time management and leadership skills.
- Knowledge and experience maintaining confidentiality, appropriate boundaries with MISA staff and clients in a professionally assertive manner
- Knowledge of community resources and experience working with community agencies.
- Experience coordinating and leading games and activities.
- Demonstrated ability to recruit and maintain new and current program participants.