

Welcoming Communities Coalition North Island Development Contract Description

CONTRACT: Welcoming Communities Coalition North Island Development Contract
Completion date no later than February 18th 2022

LOCATION: Port McNeil/Port Hardy, BC

COMPENSATION: \$3,660 (including GST)
The compensation for this contract is based on the successful completion of both project activities and deliverables.

CONTRACT POSITION SUMMARY

The *Welcoming Communities Coalition* (WCC) is a regional community development initiative coordinated through the Immigrant Welcome Centre. Our goal is to create more welcoming and inclusive communities in our region. The Coalition seeks to collaborate with, strengthen and work together with local residents, community agencies, initiatives, organizations, businesses and government agencies in the region.

The Welcoming Communities Coalition currently operates in Campbell River and Courtenay, and will be expanding its activities into our North Island communities in 2023. We are currently in the planning and development phase of this expansion.

Immigrant Welcome Centre is seeking a results-driven, motivated research professional who is passionate about driving community development and creating welcoming and inclusive communities. Working under the supervision of the Community Engagement Manager and Welcoming Communities Coordinator who are in Campbell River, the North Island Development Contractor will support our organization as a business partner. They will identify potential community partners and contacts in the North Island and help us plan for expansion by researching, analysing and reporting on previous initiatives in the communities as well as identifying potential needs and gaps, opportunities and barriers.

PROJECT OBJECTIVES

- To gain an understanding of the North Island communities, their key stakeholders, needs, opportunities and barriers as they relate to the Welcoming Communities Coalition mandate.
- To hold initial introductory meetings with key stakeholders as appropriate.
- Create a professional report summarizing findings by the end of February 2022.

ACTIVITIES

Identify Key Stakeholders:

- Identify individuals, service organizations, businesses and government contacts that WCC could potentially partner with to support relevant initiatives
- Identify individuals, (citizens, or representatives of service organizations, businesses and government contacts) who WCC could approach to participate in our Steering Committee, Immigrant Advisory Table etc.
- Facilitate introductions and meetings where appropriate.

Research Needs, Gaps, Opportunities and Barriers:

- Identify previous or current relevant initiatives in the communities and analyse their outcome, results, and successes.
- Identify areas of need in the communities around understanding and celebrating diversity, creating or enhancing an inclusive and welcoming atmosphere in the communities.
- Identify potential opportunities for the Welcoming Communities Coalition to add value by supporting or enhancing current community initiatives.
- Identify any potential barriers WCC may encounter
- Make recommendations for next steps.

Prepare Final Report:

- Create and submit a final report summarizing findings no later than February 18th 2022.

DELIVERABLES

- Identification of key stakeholders in Port McNeil and Port Hardy
- Identification of potential participants
- Identification and analysis of relevant community initiatives
- Identification of needs, gaps, opportunities and barriers
- Recommendations for next steps
- Final report no later than February 18th 2022

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

QUALIFICATIONS:**Required**

- Previous experience in community development
- Proven ability to establish and maintain sound professional relationships
- Minimum 2 years of post secondary training in community development, community research or a related field or equivalent experience
- Well developed critical thinking, analytical skills and attention to detail
- Strong computer skills, particularly word processing
- Professionalism and self-motivation
- Fluency in English – (fluency in other languages a valuable asset).
- Valid BC Driver's License and reliable transportation.
- A clean vulnerable Sector Criminal Record Check.

Preferred Skills, Knowledge and Experience

- Strong interpersonal and communication skills
- Excellent time management and organizational skills
- Experience in contract work

TO APPLY:

Please send your resume and a cover letter outlining your experience and qualifications to Deborah.Hall@ImmigrantWelcome.ca. Use "WCC North Island Development Contract" in the subject line.