



MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)

The Immigrant Welcome Centre is currently accepting applications for a Casual On-call (Language Instruction for Newcomers to Canada (LINC) Intake Worker.

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.

Who you are...

- You have an energetic and positive approach to your work.
- You have strong computer and documentation skills.
- You are self-directed and have excellent organizational and critical thinking skills.
- You genuinely enjoy building and maintaining collaborative relationships at all levels.
- You are excited about working collaboratively to achieve results with focus and flexibility.

The position...

JOB TITLE: Casual On-Call LINC Intake Worker

LOCATION: Courtenay

REPORTS TO: LINC Coordinators

WORK HOURS: This is a casual on-call position. Casual work will only be scheduled as needed. Hours per day/week will vary based on assignment. Ideal candidate must be flexible and available to work on a short notice. A typical work assignment will occur between Monday to Friday from 8:30 a.m. to 4:30 p.m.



COMPENSATION: MISA Wage Grid, Level 6, \$21.09-\$24.13

POSITION SUMMARY:

The Casual LINC Intake Worker position will fill in on an as needed basis:

- To provide front office presence for students and visitors including answering phones
- To assist with the LINC Intake process for new students.
- To assist with scheduling language assessments for students and assessors.
- To provide administrative support by answering phones, processing mail, faxing, scanning, and filing, creating documents and entering data into databases.
- To provide teaching equipment support to instructors e.g. audio-visual equipment.
- To assist with administrative duties as assigned.

CORE COMPETENCIES:

- Attention to communication
- Thoroughness
- Personal credibility
- Flexibility
- Ability to foster collaborative relationships

QUALIFICATIONS:

Required

- Post secondary training in administration, social work or a related field, or equivalent combination of education and experience in or outside Canada.
- 2-3 years general office experience.
- Demonstrated proficiency in MS Office programs.
- Fluency in English – (fluency in other languages a valuable asset)
- Excellent communication and client service skills.
- Must have a valid BC driver's license and a reliable vehicle.
- Must have a satisfactory vulnerable sector criminal record check.
- Commitment to MISA's code of ethics, oath of confidentiality and the mission statement.

Preferred Skills, Knowledge and Experience

- Teaching experience would be a valuable asset.
- Demonstrated teamwork skills.
- Well-developed planning, organizing, and administrative skills.
- Understanding of a non-profit organization and the ability to represent one in a positive and supportive fashion.
- Ability to foster positive relationships with clients, co-workers, community partners and government officials.
- Experience working with immigrants and/or visible minorities, knowledge of the impact of immigration.



- Knowledge of community resources and experience working with community agencies.
- Self-directed with excellent time management, organizational and critical thinking skills.
- Knowledge of Canadian Language Benchmarks (CLB)

This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.

How to apply...

Applications must include a **resume** and **cover letter** detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to: deborah.hall@immigrantwelcome.ca by 9:00 a.m. on June 9, 2023.

Note: Thank you for your interest in joining our team. Please note we do not accept any phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!