



Multicultural and Immigrant Services Association of North Vancouver Island (MISA)

JOB TITLE: Coalition Program Assistant (Temporary Position)

WORK LOCATION: Campbell River (occasionally in the Comox Valley)

REPORTS TO: Welcoming Communities Coalition Coordinator

WORK HOURS: This is a 7 hour per week temporary position from October 2017 to March 2018. Work schedule to be determined with the possibility of additional flexible hours as required.

COMPENSATION:

Based on MISA Wage Grid, Level 6, Wage Range \$17.76-\$20.24

POSITION SUMMARY

The primary function of the Coalition Program Assistant is to assist the Welcoming Communities Coalition Coordinator with coalition activities. This position may work occasionally in the Comox Valley. The Coalition seeks to engage various stakeholders in a locally-driven strategic planning process including employers, school boards, health centre's, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations, social services sector and the community. In addition, this position will assist with general office duties as required.

CORE COMPETENCIES

- Attention to Communication
- Good Communication Skills
- Thoroughness
- Flexibility

KEY DUTIES AND RESPONSIBILITIES

- Provide a welcoming environment for all clients, community partners & shareholders.
- Meet regularly with coordinator to report progress and discuss ideas and strategies.
- Maintain all information in a confidential manner.



- Responsible for or assist with:
 - Scheduling and planning meetings/events.
 - Booking appointments, maintaining staff calendars and communicating staff schedules as required.
 - Meetings, including preparing agendas and taking minutes.
 - Research, collecting data and preparing reports.
 - Maintaining records of donations and in-kind contributions.
 - Maintaining accurate and current filing system.
 - Entering data into Sumac database.
 - Preparation of documents, including proof reading and editing outgoing correspondence.
 - Organization events and projects in the community.
 - Social media tools and timelines.

Other Responsibilities

- Participate in staff meetings and attend the Annual General Meeting.
- Participate as a member of the Administration Team.
- Follow MISA's policies and administrative procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

Required

- Two or more year's general office experience that includes reception and administrative functions.
- Well developed planning, organizing, controlling and administrative skills.
- Demonstrated proficiency in MS Office programs.
- Fluency in English – (fluency in other languages a valuable asset).
- Demonstrated knowledge of non-profit sector.
- Experience working with diverse persons in the community.
- Excellent communication skills.
- The worker must have a valid BC driver's license and reliable transportation.
- The worker must have a satisfactory vulnerable sector criminal record check.
- The worker will follow the code of ethics and mission statement of MISA.

Preferred Skills, Knowledge and Experience

- Post secondary training in administration, social work or a related field, or equivalent combination of education and experience in or outside Canada.
- Experience working with a database.
- Demonstrated teamwork skills.



- Excellent time management, organizational and critical thinking skills, self-directed and a team player.
- Understanding of the dynamics and ability to deal with and represent a non-profit organization in a positive and supportive fashion.
- Ability to foster positive relationships with clients, co-workers, government officials and external contacts.
- Experience working with immigrants and/or visible minorities, knowledge of the impact of immigration.
- Knowledge of community resources and experience working with community agencies.
- Knowledge and experience maintaining confidentiality, appropriate boundaries with other staff and clients in a professionally assertive manner.

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.

The turnaround time for this position is very short.

Timeline:

Application Deadline: Submit cover letter and resume by 9:00 a.m. on Tuesday, October 3 through Indeed.

Send Candidate Written Questions: Wednesday, October 4 in the morning

Written Response Deadline: 9:00 a.m. on Thursday, October 5

Interviews: Week of October 9

Start Date: Week of October 16

Note: We apologize, but 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!