



Director of Settlement and Employment – 28 hours per week [During the COVID pandemic, this will be a blended position including regular on-site work but also some work from home options]

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlilwətaʔ/Səlilwítulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations. Kiwassa Neighbourhood House, a multi-service community agency operating in East Vancouver, is seeking a Director of Settlement and Employment to lead a dynamic team of staff and volunteers. This is a 28-hour per week, regular position that reports to the Executive Director and works as a member of our Core Leadership Team.

As the ideal candidate, you bring a collaborative, inclusive and creative approach to the leadership, development and management of Settlement and Employment programs. Your work creates space and capacity for people to extend the mission, vision, and values of Kiwassa, within the House, through our programs and across the communities we serve. You seek opportunities to build on the strengths of our programs and grow healthy, authentic relationships within the team and with community partners and funders. You have a reputation as a reflective, collaborative leader who is fair, communicates clearly and honestly, and engages people in planning and decision-making processes. You have strong organizational, interpersonal, and facilitation skills. You bring a strong sense of curiosity, openness, flexibility, and cultural competency to support settlement, employment, and integration work in our community during a time of amplified change and uncertainty.

Key responsibilities:

Settlement and Employment Programs Leadership

- Supervise and support staff in planning, implementing, evaluating, and adapting programs that meet the needs and build capacities of local communities and vulnerable populations.
- Monitor and evaluate the delivery of programs for quality and to ensure they meet target deliverables. Maintain and monitor annual program work plans, outcome frameworks and reporting systems. Ensure relevant funder and contract deliverables are met.
- Ensure policies and practices guiding program, client file and related records and statistics are being properly implemented and in compliance with all relevant regulations.
- Facilitate strong relationships with relevant funders (IRCC, Province of BC), project partners, and stakeholder communities
- Maintain up to date knowledge of community needs and assets, linkages to community and government programs and relevant trends in legislation, regulations, and policies.

Core Leadership Team

- Actively participate as a member of Kiwassa's Core Leadership Team to create a vehicle for learning and leadership and support all staff in collectively realizing a shared organizational vision.
- Provide leadership support, direction, and coaching to staff and/or volunteers.
- Actively model approaches of collaborative leadership that reflect a philosophy of "leader as learner" and embraces intersectional and decolonizing approaches.

- Support all staff in developing skills and knowledge to navigate the transformation of services during the COVID pandemic and beyond.

Resource Development and Stewardship

- Write, edit, and facilitate the development of funding proposals and contracts to support financial sustainability of existing and new programs and services.
- Identify additional opportunities to generate revenue to support programs.
- Develop and manage program budgets.
- Ensure reporting expectations to funders are being tracked and fulfilled, on time.

Learning & Evaluation

- Guide learning and evaluation to measure program effectiveness and impact.
- Facilitate opportunities for staff, volunteers, and participants to share knowledge and learning that improves practice and policy.
- Maintain and monitor annual program impact frameworks, outcome measurement frameworks, and reporting systems that align with the strategic plan and needs of stakeholders.
- Seek up-to-date knowledge of community needs, strengths, and resources as well as changes to relevant legislation, regulations, and policies.

People Development

- Oversee, inspire, and support multiple, diverse intersecting teams
- Create space and opportunities for staff and volunteers to grow their knowledge and confidence to have a positive impact in the community.
- Help deepen staff, organizational, and community engagement that advances racial, economic, and gender equity through the way we work.
- Develop and support the implementation of HR policies and practices.

Qualifications:

- Alignment with Kiwassa mission, vision, and values including social justice, anti-racism and decolonizing work
- Relevant post-secondary education, such as social services, community development, social planning, program evaluation and/or non-profit management preferred.
- 4+ year's management experience within the non-profit sector or equivalent experience.
- Demonstrated program development, evaluation, and grant-writing skills.
- Experience developing and managing program budgets, cash flow forecasts and financial reports
- Minimum of 5 years of work experience in settlement and/or employment services field.
- Experience working with CRM and/or client database systems, including data management, analysis and reporting. Knowledge of IRCC's iCARE and/or WorkBC's ICM preferred.
- Fluency in additional language(s) an asset.

Remuneration: This full-time position offers a salary range of \$53,000-56,000 and an outstanding benefits package. Interested applicants are requested to submit resumes on or before **February 8, 2021** to careers@kiwassa.ca. We encourage applications belonging to equity seeking groups.