

**EMPLOYMENT OPPORTUNITY**  
**Integration Services Coordinator**  
**NEW BRUNSWICK MULTICULTURAL COUNCIL INC.**

## **OVERVIEW**

Reporting to the New Brunswick Multicultural Council and working closely with the Kent Regional Service Commission, the incumbent is responsible for the implementation and periodic review of a regional initiative targeting the integration and inclusion of newcomers in the Kent region (Richibucto and Bouctouche). This person is also responsible for facilitating and coordinating activities and events throughout the region with the goal of helping newcomers to thrive and enjoy greater quality of life in the community. She/he is also expected to cooperate and partner with other multicultural associations and service providers operating in the public, private and not-for-profit sectors.

## **DUTIES AND RESPONSIBILITIES:**

- Welcome newcomers to the Kent Region and ensure that their essential needs are met.
- Prepare information and orientation sessions for newcomers to inform them on essential topics such as; housing, transportation, finances, the school system, the health system, and much more.
- Coordinate conversation circles and matching programs for newcomers and community volunteers.
- Provide training to volunteers who want to get involved with the local community organizations.
- Promote openness to diversity and raise awareness in collaboration with various community partners.
- Coordinate, develop and assist in facilitating community forums, events, presentations and workshops in conjunction with various organizations and associations.
- Manage, prepare, revise and distribute communication content via websites, brochures, reports and other documents, social media, presentations and other tools.
- Participate in the development of processes, tools and policies in relation to reception, integration and settlement.

## **QUALIFICATIONS AND SKILLS:**

- One (1) years of post-secondary studies in a discipline related to the position.
- Two (2) years of experience in a discipline deemed relevant to the position.
- An equivalent combination of education and experience will be considered.

## **Knowledge:**

- Excellent knowledge of spoken and written French.
- Good knowledge of spoken and written English.
- Bilingualism preferred.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication and writing skills.
- Familiarity with social media management and Google Drive.

## **Aptitudes:**

- Show patience and respect for newcomers
- Advanced leadership, planning, organizational and prioritization skills.
- Able to coordinate multiple projects simultaneously.
- Capable of partnering and working with other community organizations and immigration service providers at the local and provincial levels.
- Able to exercise tact in communicating and negotiating with, influencing and serving internal and external stakeholders.
- Able to work both under limited supervision and as part of a team.
- Discretion, confidentiality and compliance with the *Privacy Act*.
- Flexibility and openness, ability to analyze and synthesize information.
- Excellent interpersonal skills and ability to build trusting relationships with various stakeholders.
- Able to make presentations, convey information, and plan and execute meetings and events.
- Sound judgment and conflict resolution skills in an intercultural context.
- Interest in local economic and community development and multiculturalism.

## **Requirements:**

- A criminal record check is a condition of employment.
- Candidates must have a valid driver's licence; access to a vehicle is an asset.

## **Working hours, compensation and term of position**

- Twenty-five hours per week variable.
- Salary between \$18 and -\$20 per hour depending on experience
- One year contract with possibility of renewal and possibility of a full time contract

Work and travel on evenings and weekends for activities across the region will sometimes be required in this position. The incumbent will have the option to manage her/his own schedule to meet the position requirements effectively **without incurring overtime**. Approved travel expenses will be reimbursed by the employer.

Please forward your CV by **5:00 p.m. on August 1st, 2021** to:

### **José Natalie Poirier**

Manager of Finance, Human Resources and Office Administration

New Brunswick Multicultural Council

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