



Rural Community Immigration Program Coordinator (Contract)

Reporting to the Project Co-Chairs, the Rural Community Immigration Program Coordinator (the Coordinator) will be responsible for the planning, coordination, and implementation of the Rural Community Immigration Pilot (RCIP) program in the communities of Northeast BC.

The Coordinator will work closely with program shareholders, including Northern Lights College, Local Government staff, Chambers of Commerce, and Federal program staff in Immigration, Refugees, and Citizenship Canada (IRCC).

The Coordinator will engage local businesses and employers across Northeast BC to promote participation in the program and will manage the work of the committee and the requirements of candidates.

Key responsibilities include (but are not limited to):

1. Support the Steering Committee Co-Chairs in the planning, coordination, and implementation of the Rural Community Immigration Pilot program, including development of program work plans, budgets, promotional materials, or other documents.
2. Liaise with employers, local government, economic development practitioners, Chambers of Commerce, local immigrant-serving organizations, and other community members to raise awareness and understanding of the program.
3. Maintain and coordinate the Steering Committee meetings for implementation of the program.
4. Develop procedures, forms, and other documentation needed for program implementation, including for employer participation and for immigration application processing, with guidance from the Steering Committee.
5. Work with the Steering Committee to set guidelines and criteria for the program, including priority sectors, employer requirements, and candidate requirements.
6. Engage with local employers for program participation, including program promotion, employer advising and vetting, and employer site visits.

7. Work with the RCIP Nomination committee to review and endorse applications for permanent residency.
8. Serve as a point of contact for employers and other interested community members and manage the general email address for the RCIP program.
9. Set up and manage a secure SharePoint site for management of project documents and steering committee materials.
10. Develop and maintain program communications tools, including a webpage and informational brochures.
11. Promote the benefits of immigration to employers and community partners to create welcoming workplaces and communities.
12. Monitoring and reporting on fulfillment of project activities and results.

Qualifications and competencies

1. Post secondary education in a related discipline.
2. Minimum of 2 years' experience in a role related to program coordination, project management, community engagement, or immigration.
3. Proficiency in Microsoft Office 365
4. Strong inter-personal and communication skills, including ability to coordinate teams across organizations.
5. Strong writing skills, including ability to write work plans, proposals, reports, and promotional material.
6. Ability to function well in a small team environment.
7. Positive and opportunity-focused
8. Purposeful self-starter
9. A class 5 drivers' licence in good standing, and the willingness to travel across northeast BC, as needed.
10. Personal transportation
11. Personal IT equipment

Compensation

This is a one-year contract position, starting on April 1st, 2025, and ending on March 31st, 2026.

Contingent on project success and resources the contract may be extended for up to four additional years.

Contract compensation will be based on 35 hours per week at 40.00 per hour for total compensation of 72,800.00.(6066.00 per month)

A monthly allowance for cell phone use will be included in the contract.

Travel expenses will be authorized within an approved travel budget.

Applying

Please apply with a cover letter and full resume to admin@communityfuturespeaceliard.com before 4 pm on Friday March 7th 2025.

References will be requested.

A Vulnerable Persons Criminal Records check may be requested.