



PRACTICUM COORDINATOR for the Entry to Hospitality Careers for Women (EHCW)

Where: Vancouver Community College

How long: The Practicum Coordinator will work from June to October 2018, 30 Hrs/Wk.

RESPONSIBILITIES:

- Reaching out to immigrant and refugee women to encourage participation in the Entry to Hospitality Careers for Women
- Support participants with practicum placement
- Liaise with hospitality industry and participants
- Support the delivery of the training sessions and the participation of the students
- Provide administrative support
- Provide integration and support services to the participants in keeping with PIRS's mandate
- Maintaining contact with other community workers/ organizations.
- Work in partnership with Vancouver Community College instructor and staff.
- Providing information about the program to other community groups.
- Maintain and share information on other programs/services for immigrant and refugee women
- Provide linguistic and cultural interpretation as required
- Evaluation of the program

QUALIFICATIONS:

- Fluent in spoken and written English
- Experience working with immigrant and refugee women
- Strong interpersonal skills and an interest in helping others
- Strong cross cultural competency skills
- Knowledge of relevant community resources and services
- Knowledge of immigrant issues, especially those relevant to immigrant and refugee women
- Good communication and organizational skills
- Ability to work independently and with flexibility
- Attitudes and values in keeping with the goals and philosophy of PIRS

Submit Résumé and Cover Letter by April 26, 2018

Marcela Fuller
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We thank everyone for their interest. Only those short-listed will be contacted