



## Training Manager

Pacific Immigrant Resources Society (PIRS) is a growing settlement agency focused on empowering immigrant and refugee women with young children to fully participate in Canadian life through neighbourhood-based programs. Supporting immigrants and refugees since 1975, our vision is a society that values the diverse contributions of immigrants and refugees and promotes the enrichment of their lives. With respect, diversity, and collaboration at the core of PIRS, we are an organization that is focused on supporting and creating inclusive environments and developing skills in those we serve.

The purpose of the Training Manager is to distill the key elements of PIRS' work, initially its trauma-informed EAL work into curricula and training that will support other organizations to replicate the successful model. The Training Manager oversees all aspects of PIRS' training program including supervising a team of trainers, working collaboratively with a range of service providers and promoting PIRS programs.

This part-time position (28 hours per week) starts at a rate of \$30.17 - 31.39.

### KEY RESPONSIBILITIES

- Develop and implement PIRS' Provincial trauma informed EAL training program including conducting training needs assessment, mapping out training plans, locations and partners for the trauma informed language training, designing in-person training and follow-up webinars or virtual meetings, writing and publishing an instructor guide that utilizes inclusive, trauma-informed and sensitive approaches and online learning modules including webinars, documents
- Work with evaluators and Executive Director to develop and set up evaluation mechanism for training sessions and participate in the development and implementation of evaluation activities as required, which may include surveys, collection of data, compiling success stories
- Build strong working partnership relationships; establish and maintain collaborative community-based partnerships and participate in sectoral, government and community consultations and meetings as required and engage with universities and researchers
- Help identify emerging community needs and develop recommendations for programming and assists with the development of operational plans and new initiatives aligned to PIRS' mission and values
- Assist with grant and funding applications and the development of budgets for new programs and initiatives, ensure program operates within budgets

### QUALIFICATIONS

- Master's degree in a related field or equivalent combination of experience and education. Adult Education, Social Work, Human & Social Development, or the Social Sciences preferred. TESOL certification preferred.
- 5+ years' experience working with immigrant &/or refugee women and families
- Understanding of trauma-informed programming and principles
- Experience managing IRCC Language & Settlement programs an asset



**PACIFIC IMMIGRANT RESOURCES SOCIETY**

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Member Agency

United Way  
Lower Mainland

- Knowledge of EAL, settlement, family resource, early childhood development resources
- Demonstrated experience in presentation, group facilitation, assessment, team building
- Strong project management skills, working to timeline and budget
- Demonstrated knowledge of adult learning theory
- Excellent curriculum design and development skills
- Proficient in the use of computers for webinar development, word processing, budgeting
- Excellent cross-cultural communication skills
- Flexibility with location and hours of work - some evening/weekend work
- Attitudes and values in line with PIRS' philosophy

We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

Please send resume and cover letter outlining relevant experience to:  
Pacific Immigrant Resources Society  
1874 Kingsway, Vancouver, BC V5N 2S7  
email to: [ed@pirs.bc.ca](mailto:ed@pirs.bc.ca)  
DEADLINE FOR APPLICATIONS: June 3, 2018

*PIRS thanks all applicants. Only those shortlisted for interview will be contacted.*

