

## Employment Opportunity

Position: **Project Coordinator - Building a Childcare System that Works for Immigrant and Refugee Women**

Hours: 35 hrs/week

Location: Virtual and in-person at our Vancouver office

Compensation: \$26.52 - 28.14/hour depending on qualifications

Start date: February 2022

End date: March 31, 2024

Deadline to apply: February 7, 2022

### About PIRS

Established in 1975, Pacific Immigrant Resources Society (PIRS) is a pioneer and leader in the provision of programs that develop immigrant and refugee women's knowledge, skills and confidence. Our mission is to empower immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based, accessible and inclusive programs. For more information visit

<http://pirs.bc.ca>

### Job Purpose

The purpose of the Project Coordinator position is to coordinate all aspects of the *Building a Childcare System that Works for Immigrant and Refugee Women* project. This is a key leadership role within the project that requires a passion for changing the childcare system to become more equitable and accessible, and a commitment to empowering immigrant and refugee women.

The *Building a Childcare System that Works for Immigrant and Refugee Women* project is a new 2.5-year PIRS initiative that supports a feminist response and recovery from the current impacts of COVID-19 through systemic change in the childcare sector.

Key projects activities involve:

- Building and maintaining partnerships;
- Engaging with stakeholders within the childcare sector in BC and nationally;
- Convening immigrant and refugee women with lived experience of interacting with the childcare system in various roles and supporting their engagement in the system change work through a series of cohorts;
- Developing and implementing a media campaign in support of project goals.

This project is funded by Women and Gender Equality Canada.

### Key Responsibilities

#### 1. Program Coordination and Delivery

- Working closely with project team members, plan and implement all project activities  
Provide support to other team members in their roles within the project as needed  
Liaise and coordinate with other teams within the organization as needed



- Build and maintain relationships with various project stakeholders, including community partners, project participants, and childcare sector actors
- Recruit, mentor and build the capacity of project participants with lived experience through the work of the Immigrant and Refugee Women’s Childcare Leadership Group
- Identify and leverage opportunities for system change by working with the partners, the Immigrant and Refugee Women’s Childcare Leadership Group, the media, and other project stakeholders
- Facilitate meetings and convene gatherings
- Organize events, meetings and trips that support project objectives
- Develop and coordinate a media campaign in support of project goals and objectives
- Produce project-related communication materials and support the design and creation of media products
- Ensure that the project is informed by the principles and values of PIRS
- Ensure we have the right resources available to support project activities
- Assist with monitoring the delivery of the project ensuring that PIRS is meeting its funded target deliverables within budget and according to the work plan

## **2. Research, Evaluation & Knowledge Sharing**

- Research childcare-related issues affecting immigrant and refugee women and produce knowledge products (i.e. position papers, statements, reports)
- Participate in the development and implementation of monitoring and evaluation activities as required
- Produce reports and communication pieces on the work and impact of the project as required
- Share research findings and the learning from the programs internally and externally with various stakeholders, including staff, board, funders, project partners, and the various sectors we work in

## **3. Community, Public and Media Relations**

- Support communication with partners, government officials, funders and donors
- Engage with the media and represent PIRS in various fora
- Participate in sectoral, government and community consultations and meetings as required
- Produce press releases and other media pieces

## **4. Administrative**

- Coordinate day-to-day project administrative duties (e.g. expense tracking, invoicing, vendor payments, on-site and virtual logistics, travel arrangements, partner agreements, liaising with the funder, etc.)
- Maintain project documentation and filing
- Maintain effective communication with staff, volunteers, partners, and management
- Assist with the recruitment, orientation, and training of project staff and volunteers as necessary
- Other administration tasks as required

## Qualifications

- Knowledge of the childcare sector and issues affecting immigrant and refugee women within it as both the users and the workers (lived experience of interacting with the system in those capacities preferred)
- 3+ years of experience in a non-profit sector and advocacy work involving marginalized populations
- Bachelor's degree in a related field or equivalent combination of experience and education. Education, Social Work, Human & Social Development, or the Social Sciences preferred.
- Working knowledge of system change and social innovation principles, methods and tools
- Ability to adapt and learn quickly; growth mindset
- Experience in leadership development, capacity and community building
- Experience working with immigrant &/or refugee women and understanding of women's issues
- Strong interpersonal and cross-cultural communication skills
- Proven group facilitation skills
- Experience organizing events and convening stakeholders
- Excellent organizational, project management, financial and reporting skills
- Strong media and public engagement skills
- Excellent oral and written English language skills; additional language skills are an asset
- Demonstrated understanding of trauma informed approaches
- Excellent time management and problem-solving skills with work prioritization abilities
- Ability to work in a team environment and independently
- Experience with proposal development is an asset
- Proficient in using various software and digital tools
- Understanding of the intersecting barriers and unique needs of immigrant and refugee women
- Possession of non-judgmental and genuinely positive attitudes (culture, religion, race, gender, sexuality, special needs, etc.) and freedom from stereotypes
- Passion for inclusivity and diversity, and interest in being part of a multicultural team is an asset
- Attitudes and values aligned with the goals and philosophy of PIRS

## Working Conditions

- This is a temporary full-time position based on project funding
- Occasional weekend and evening work may be required
- Ability to travel between programs across Vancouver and other Lower Mainland communities; ability to travel within the province and nationally as required
- Ability to work both virtually and in person required
- Project delivery activities may require a moderate level of physical fitness to carry out duties of the position
- Clean criminal record check required
- Proof of full vaccination required (at the time of the hire)

## Application Details

Please send cover letter and resume as a single PDF file quoting 'Project Coordinator' position in the subject line to Anastasia Gaisenok, Programs Manager [agaisenok@pirs.bc.ca](mailto:agaisenok@pirs.bc.ca) by **9 am, February 7, 2022**.

***We thank everyone for their interest. Only those shortlisted will be contacted.***



*With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. 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.*

