



Communications & Administrative Coordinator, Vancouver Local Immigration Partnership
South Vancouver Neighbourhood House & Mount Pleasant Neighbourhood House
(Internal/External Posting)

The Vancouver Local Immigration Partnership (VLIP) is an Immigration, Refugees and Citizenship Canada funded community collaborative focused on developing and implementing local settlement strategies that coordinate and enhance service delivery to newcomers while promoting innovation and efficient use of resources. The VLIP goal is to activate strategies to assist newcomers in integrating into Vancouver life by supporting the sharing of community-based knowledge and local strategic planning, improving accessibility to services. The VLIP will engage stakeholders with a concerted interest in supporting newcomers in Vancouver including employers, school boards, health centres, boards of trade, levels of government, professional associations, ethno-cultural organizations, faith-based organizations, and the community and social services sectors.

Position Overview:

Reporting to the Vancouver Local Immigration Partnership (VLIP) Co-Managers, the VLIP Communications & Administrative Coordinator will support the development and execution of communications plans and perform administrative tasks to support the VLIP project. The Communications & Administrative Coordinator will support the Co-Managers to foster community relationships, prepare website materials, support public awareness campaigns, and provide communications support for VLIP both internally and externally. Through social media and direct communications, the Coordinator will reach out to stakeholders, businesses, and the public to build awareness and visibility of VLIP activities and initiatives and broaden the overall reach of the project. This person is also responsible for supporting logistics, planning and execution of meetings, events, conferences, workshops, and database administration. A self-driven person who excels in written communications and appreciates the value of cultural diversity will thrive in this position.

Role and Responsibilities:

Strategy Development

- Assist VLIP management team in developing and implementing communications strategies designed to further project objectives.
- Support the Vancouver Local Immigration Partnership (VLIP) strategy through coordination and dissemination of information.
- Work with the VLIP team on marketing and communications plans and collateral geared towards newcomer attraction and welcome/retention efforts in the community.
- Stay up to date on local and national immigration trends and newcomer services, and communication strategies employed by other Local Immigration Partnerships nationally.

Branding & Messaging

- Maintain ongoing knowledge and mastery of all brand and messaging guidelines.
- Support the development and implementation of consistent and clear messaging through all public VLIP platforms.

Web & Online Platforms

- Work with the VLIP Co-Managers and web designer to support website development and launch.
- Work with VLIP Co-Managers to regularly update VLIP website content.



- Lead the development of a social media schedule/calendar, develop and post regular content for VLIP social media platforms.
- Coordinate, create content for, and publish a monthly VLIP e-newsletter.

Administrative Support

- Support VLIP Co-Managers with logistics, planning and execution of meetings, events, conferences, workshops.
- Create agendas and take minutes for stakeholder meetings.
- Provide research support to VLIP Co-Managers for project implementation as necessary.
- Create and maintain project database for stakeholder and project information.
- Track, measure, and produce reports on the success of digital communications tools via analytics.
- General administrative support as needed.

Qualification & Education Requirements:

- Post-secondary education in communication, design, or a related program.
- 2+ years' experience in communication, preferably in a non-profit or similar setting.
- Experience working or volunteering in the areas of immigration or newcomer services an asset.
- High level of proficiency in English, with ability to convey complex messages to diverse audiences with varied levels of literacy.
- Proven writing skills, particularly in an online context.
- Ability to speak a second language is a strong asset.
- Ability to write outstanding and compelling communication plans.
- Experience in implementing digital marketing campaigns.
- Competency in performing varied administrative tasks and utilizing digital platforms.
- Problem solving skills, time management, initiative.
- Ability to exercise sound judgement, sensitivity, and confidentiality.

Working Conditions & Remuneration:

- This is a regular part-time position at 21 hours per week, with an hourly rate of \$24.42-25.82, depending upon experience.
- Flexible work location and hours (to be determined in consultation with the VLIP Co-Managers), occasional evening and weekend work will be required. Start date ASAP.

How to Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. All qualified individuals are encouraged to apply by sending a cover letter and resume by 5pm on December 8th, 2021, in confidence, to:

Koyali Burman and Nova Chamberlin, VLIP Co-Managers
Email: koyali.burman@vancouverlip.org and nova.chamberlin@vancouverlip.org

Please state "Communications & Administrative Coordinator, VLIP" in the subject line.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.