



COORDINATOR, LEARNING AND INCLUSIVE WORKPLACES

About Us

The Immigrant Employment Council of BC is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.

If you want to join an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, apply to join the Immigrant Employment Council of BC.

About the Role

We are seeking a self-motivated and results-driven individual to lead the development and implementation of learning programs and resources to support employers to hire and retain newcomers and create inclusive workplaces.

To do this, you will build partnerships with employers and industry/business organizations and stay current on emerging workforce needs and opportunities. You must be strategic and have the execution ability to develop and implement new learning initiatives for employers. You will also lend your expertise to enhance existing IEC-BC programs to ensure they meet goals and demonstrate impact.

You have proven ability to effectively communicate with the C-level within employer and partner organizations. You are comfortable with ambiguity and uncertainty that comes with the creation of new projects and initiatives. You are a self-starter, adaptable, a creative problem solver and accustomed to rolling up your sleeves to pitch in to get the job done - we are a small team with ambitious goals and you are ready to do what it takes irrespective of job descriptions.

While you will lead employer learning projects and initiatives, you won't do it alone. You will work closely with the Senior Manager, Programs and Stakeholder Relations, Educational Technologist Coordinator, Employer Relations and other IEC-BC team members.

Reports to: Senior Manager, Programs and Stakeholder Relations

Main Responsibilities

Project Coordination

- Develop and maintain project work plans for the ongoing progress and execution of project deliverables.
- Manage project budget and reports on budgets and cash flows, in consultation with the Senior Manager, Programs and Stakeholder Relations.

- Develop partnerships with employers, business/industry associations, and other partners in collaboration with Employer Engagement team.
- Develop requests for proposals/quotes and the selection process for hiring consultants in collaboration with Senior Manager, Programs and Stakeholder Relations.
- Supervise vendors and consultants and ensure high-quality and timely completion of deliverables.
- Prepare reports for funders and the Board.

Learning Design and Content Development

- Work with Educational Technologist to develop, pilot and evaluate curriculum supporting employers in creating inclusive workplaces.
- Conduct needs analyses with employers and other key stakeholders, in collaboration with Senior Manager, Programs and Stakeholder Relations and IEC-BC staff, to understand their needs and requirements and explore learning opportunities.
- Deliver learning content through a variety of mediums, including in person and virtual training, webinars, podcasts, and downloadable documents.
- Implement and maintain standards for learning resources.

Training/Facilitation

- Facilitate or co-facilitate courses, workshops, webinars or presentations as needed (e.g., lunch and-learns, employer training, and conference presentations).
- Deliver elements of learning programs and initiatives.
- Support and/or provide facilitation for focus groups, roundtables and consultations.

Inclusive Workplace Supports

- Communicate and promote the importance of immigrant inclusion in the workplace and build awareness and engagement among employers.
- Support employers to implement and measure diversity and inclusion initiatives.
- In collaboration with Employer and Community Engagement team promote IEC-BC offerings to employers and community partners.
- Participate in related committees, planning tables, working groups, etc. as assigned.

Other Duties as Assigned

- All staff members work cooperatively to support each other's responsibilities where possible, and will support other IEC-BC activities as assigned.
- Participate in IEC-BC staff meetings and other project team meetings, as needed.

About You

- You are an innovator. You find ways to make strategic improvements to existing processes and generate new ideas.
- You have an entrepreneurial spirit. You thrive in finding opportunities in challenges and solutions to complex problems.
- You believe relationships are critical to success. You can identify, build, and develop relationships with a wide range of organizations and stakeholders.

Required Education, Experience and Skills

- Post-secondary education, with a focus in human resources, organizational development or a related field or related training.
- Minimum 3 years related training and development experience.
- Demonstrated knowledge of diversity and inclusion issues as they relate to skilled immigrant employment.

- Demonstrated experience in leading development, implementation, monitoring and evaluation of learning, including train-the-trainer models.
- Strong research skills and ability to gather and synthesize information from multiple sources.
- Experienced in facilitation and training.
- Experience working with mid and senior level management, including C-suite to develop practical, measurable solutions within the context of an organization's business strategy.
- Excellent written and oral communication skills, and organizational skills.
- Strong time management skills and an ability to be flexible.
- Advanced proficiency in the use of MS Office Suite including: Word, Excel, Outlook and PowerPoint.

Desirable

- Familiarity with content authoring tools such as Articulate Storyline, Lectora Publisher, Adobe Captivate, or similar tools.
- Experience using Customer Relationship Management (CRM) systems.

How to Apply

If you are an individual who thrives in a fast-paced, challenging work environment and wants to join a diverse and collaborative team, this could be the position for you. Submit your cover letter and resume to recruitment@iecbc.ca by Thursday, January 21, 2021 at 5 pm PST. Please ensure you quote "Coordinator, Learning and Inclusive Workplaces", in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.