



REFUGEE RESETTLEMENT PROGRAM ASSISTANT – JOB POSTING

Job Title: Refugee Resettlement Program Assistant
FTE: Full Time
Class Type(s): Permanent
Location: New Westminster, British Columbia
Reports to: Director – Refugee Resettlement
Closing date: September 23, 2022

Join a team that works towards creating a world where people live in justice, peace, and dignity. Canadian Lutheran World Relief (CLWR) is a charitable not-for-profit organization that challenges the causes and responds to the consequences of human suffering and poverty.

CLWR supports hiring practices and a staff composition that benefits from a diverse staff team. Working for CLWR provides a competitive salary and comprehensive benefits package including Pension Plan and Group Insurance, a supportive work environment and excellent learning opportunities.

It is expected that all employees agree with CLWR's Mission Statement, Code of Conduct, and can work with its mandate within a faith-based environment.

JOB SUMMARY

The Refugee Resettlement Program Assistant will report to the Refugee Resettlement Director and will assist with CLWR's refugee sponsorship activities and provide administrative support at the Western Refugee Resettlement office.

The Refugee Resettlement Program Assistant will work in a diverse setting and demonstrate a passion for working with people from around the world.

The role will coordinate with the BC and the Kitchener/Waterloo Refugee Resettlement offices, and with CLWR's headquarters in Winnipeg as needed.

Core Competencies: personable, professional self-starter who is warm, welcoming, organized and patient, an initiative-taker, strategic and creative thinker, confident, collaborative and adaptable.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Minimum knowledge (formal education/general knowledge) required:

- Post-secondary degree or diploma/certificate or a combination of education and experience
- Ability to convey a high degree of commitment and passion for the mission, vision, and values of CLWR, including its historical and ongoing involvement with refugee resettlement
- Knowledge of refugee resettlement, with an understanding and respect for other cultures and issues facing refugees and new arrivals during integration to a new community



Minimum experience required:

- Three to five years' experience as an administrative assistant or program support assistant
- Demonstrated experience in the capacity of a front-line contact – working in a settlement services organization (preferred)

Technical skills required:

- Strong written and oral communication skills
- Advanced proficiency with Microsoft Office applications
- Ability to learn database software related to the Refugee Resettlement Program

Other skills or requirements:

- Knowledge and ability to apply an anti-racist approach
- Demonstrated ability to show initiative/work independently, and to make appropriate decisions within the parameters of the position
- Demonstrated ability to be flexible
- High level of professionalism, integrity, respect and confidentiality
- Ability to handle sensitive topics or situations with tact and confidence
- Experience assessing and compiling appropriate packages of support with/for service users
- Ability to gather information and write reports and with excellent attention to detail
- Strong organization skills with proven ability to prioritize
- Constructive approach to working within a small team
- Be able to positively receive constructive feedback
- Flexibility to be available outside of regular working hours to provide support on urgent matters or to meet tight deadlines

Working Conditions:

- Work occasional evenings or weekends as required by special events/circumstances
- Attend and conduct presentations
- Manual dexterity required to use desktop or laptop computer
- Valid driver's license and access to vehicle

SALARY

\$45,000 annually

Qualified applicants should email a **single PDF including resume and cover letter** to hr@clwr.org outlining how you meet the above criteria. Closing date is Friday, September 23, 2022. Please quote "Refugee Resettlement Program Assistant" in your subject line.

We thank all who apply but will be contacting only those who are moving forward in the application process.