



## **SKEENA DIVERSITY SOCIETY**

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/SkeenaDiversity

*registered charitable organization*

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## **LOCAL IMMIGRATION PARTNERSHIP (LIP) COORDINATOR FOR THE GREATER TERRACE AREA**

### **JOB DESCRIPTION: Aug 2021**

Part time: 25 hrs/week

### **WHAT IS LOCAL IMMIGRATION PARTNERSHIP (LIP)**

LIPs are community-based partnerships that connect key sectors and/or community members together with the purpose of improving integration of immigrants and newcomers. LIPs systemize local engagement in newcomer integration and support local community research and strategic planning.

The LIP Coordinator will be primarily responsible for setting up, managing and facilitating the establishment of the Local Immigration Partnership in the Greater Terrace area.

The job duties will vary as the LIP Coordinator will build community connections and relationships, provides information and guidance, facilitates workshops and initiatives, conducts dialogues and initiates activities, monitors results and generally assures the achievements of the LIP Strategic Plan and its priorities.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Consult and liaise with Skeena Diversity's Project Director and settlement workers to understand and coordinate the engagement of key stakeholders, community contacts to establish and coordinate Local Immigration Partnership in the Greater Terrace area
- Consult, guide and facilitate the engagement of the LIPs plan with partner organizations in developing all of the project deliverables to ensure that the project meets and exceeds the set targets.
- Facilitate regular meetings for the development of innovative and collaborative solutions for newcomer attraction and integration.
- Work with external research and researcher and utilize existing research
- Facilitate community dialogue, relevant workshops and partnership building
- Act as the liaison between working groups and planning groups to enhance synergies and collaboration among the respective action plans.
- Research the best practices and suggest project ideas that enhance newcomers' cultural and community integration and support LIPs strategic planning;
- Recruit and train volunteers to assist with the project where needed, provide development for volunteers;
- Focus on extensive outreach and liaise with local community groups to help promote SDS and LIPs initiatives.
- Liaise with LIPs representatives in other regions to share and coordinate project ideas, research, outreach and promotional opportunities.
- Research streams for further funding and develop grant proposals based on strategic needs.

### **COMPETENCIES**

- Strong Communication Skills
- Strong Interpersonal Skills
- Building Collaborative Relationships
- Strategic Thinking
- Personal Initiative and Teamwork
- Adaptability and Flexibility

### **EVALUATION & REPORTING**

- LIP Coordinator reports to Project Director on regular basis.
- Develop cash flow, prepare monthly expense claims, financial and narrative reports.
- Conduct evaluations and collect stories that measure the project's impact and successes.

### **CONNECTION WITH SDS PROGRAMS & STAFF**

- Keep current: be aware of SDS programs, events and activities
- Participate in weekly staff meetings
- Share information about LIP activities
- Collaborate with staff on sharing resources and knowledge