



SKEENA DIVERSITY SOCIETY

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/SkeenaDiversity

registered charitable organization

JOB POSTING: SETTLEMENT WORKER

September 2022

Part-time position: 20 hrs/week

This position is open to all applicants, including holders of study or open work permits

Requirements & skills:

- Awareness and experience of working with people of diverse backgrounds, understanding of diversity & inclusion
- Awareness of and respect for human rights
- Ability to listen, learn and take direction
- Ability to take initiative, share ideas and respond to changing needs of newcomers
- Ability to work within a team, be flexible and adaptable
- Good communication skills
- Proficient computer skills: Word, Excel, Google Drive and ability to learn
- Willingness to learn from mistakes
- Positive attitude

Duties include*

- Assisting Executive Director and other settlement workers
- Providing services to newcomers – information & orientation, employment supports and community connections, participate in language training if needed
- Participate in Welcome to Terrace workshop series
- Learn about Terrace and keep on top of current events and changes
- Liaison with Coast Mountain College and international students
- Provide support for other SDS programs, initiatives and events
- Work collaboratively with SDS staff to provide comprehensive support for clients and their families
- Keep client data up-to-date
- Submit reports to Executive Director

**the duties could change/expand based on the progress of the program and student needs*

To apply:

Please submit resume and cover letter by email to admin@skeenadiversity.com or drop off at Skeena Diversity, 4621 Lazelle Ave, Terrace

This position will be open until we find a suitable candidate

First cut off is on September 15, 2022