

## Job Posting - Employment Coordinator

Interviews will be ongoing with qualified candidates as resumes are received.

### Position Overview:

The Employment Coordinator works to fulfil the mandate of Kinbrace's Employment Program. This role will help develop and run the Employment program to help refugee claimants gain meaningful employment and increase their economic stability.

### About Kinbrace:

The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, Kinbrace contributes to the welcome of refugee claimants across Canada.

Kinbrace's dream for each refugee claimant is a world of welcome, a community of belonging, and a life of opportunity.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to

- welcome as we would want to be welcomed
- trust the stranger
- engage opportunities for personal, systemic, and cultural transformation
- celebrate the gift of life we share, and
- be attentive to the mystery and love of God.

We respond to these summons with humility and generosity, hand-in-hand with diverse others, together expressing values and action that lead to justice and dignity with and for those seeking refuge and protection.

Learn more at [www.kinbrace.ca](http://www.kinbrace.ca)

### Position Terms:

- 18-months contract
- 25 hours per week
- \$25.75/hr
- Three-month mutual discernment for fit after hiring
- Comprehensive benefits package after discernment period

### Reports to:

- Director of Operations

### Supervises:

- Employment Volunteers

### Location:

- Metro Vancouver, BC, Canada

### Position Responsibilities

- Works in Kinbrace's Employment Program for Refugee Claimants
  - Work to further develop, test, and refine Kinbrace's Employment Program

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- Further develop, test, and refine the Employment Program structure and processes
    - Further develop, test, and refine in-house employment resources
  - Work with refugee claimants to strengthen their economic resilience
    - Work with refugee claimants on their welfare applications
      - Support refugee claimants with filling out their monthly welfare reports
    - Work with refugee claimants to open a bank account
    - Work with refugee claimants to apply for their work permit and SIN
    - Work with residents on budgeting
  - Work with refugee claimants to secure meaningful employment
    - Meet, orient, and set expectations for refugee claimants looking for employment
    - Work with refugee claimants to become employment ready
      - Work with them to create personal career map
      - Support with building their resumes and cover letters
      - Support with preparing for their job interviews
    - Provide referrals and accompaniment to employment resources in the community
    - Work with refugee claimants to pursue professional development opportunities and resources
  - Work to grow relationships with employers to introduce and advocate for refugee claimants
    - Actively initiate and grow relationships with employers
    - Inspire and advocate for refugee claimants with employers
    - Help employers to learn about the challenges and barriers faced by refugee claimants, as well as the benefits of hiring refugee claimants
- Support the Achieving Financial Mobility Project
- Volunteer Management
  - Train, check-in, and support housing and employment volunteers
- Complete other duties as assigned by the Director of Operations

### Skills:

#### *Candidate Qualifications*

- Exceptional communication skills (both written and orally, in English)
- Proficient in communicating with people who have limited English skills
- Comfortable communicating with people via an interpreter
- Second language an asset
- Experience in program development
- Strong networking and relationship building capacity
- Some flexibility in schedule (occasional weekends and evenings)

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- Grounded in a personal community of support (i.e. Friends, Family, Faith group etc.) who can help the candidate process any stress or grief associated with engaging the realities of forced displacement.
- Knowledge of the refugee claim process an asset

### *Candidate Attributes*

- Exemplifies, and actively lives into, the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration and Prayer
- Strong organizational skills and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Loves working with people and meeting new people
- Strong team player
- Advocating spirit
- Attention to detail
- Astute listener and exceptional people skills
- Patient
- Empathetic
- Pragmatic decision-maker and creative problem-solver
- Comfortable in interfaith settings
- Highly developed social intelligence
- Highly developed emotional intelligence
- Highly developed cultural intelligence

### **Working Conditions / Environment:**

- Requires travel to various locations in BC's Lower Mainland
- Flex desk space in the Kinbrace office
- Will require work on some evenings and weekends
- Attend, and lead on a rotating basis, weekly staff prayer practices
- Attend Tuesday Community Dinner (once monthly, at minimum. One evening per month is considered paid staff time)
- Cook the Tuesday Community Dinner main dish, approximately once every 2 months
- Attend yearly Thanksgiving dinner (the Saturday before Thanksgiving)
- Attend yearly Kinbrace camping trip (Friday - Sunday at end of June)
- Attend weekly staff meeting

### **Interested in applying?**

Apply with a cover letter and resume.

In your cover letter (maximum two pages), please:

- Reflect on Kinbrace's five Core Values ([www.kinbrace.ca/our-values/](http://www.kinbrace.ca/our-values/)).
  - Which core value resonates most with you and why?
  - Which core value feels distant or difficult for you to pursue and why?
  - Briefly discuss why these two core values (the one most resonant and the one most distant to you) matter in the context of forced displacement.
- Describe why you are applying and how you see yourself being a good fit for this role.

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- If you have any experience with people who have lived the refugee experience, we would love to hear about it.

Checklist for your application:

- Cover letter (as above)
- Your resume
- Send to [apply@kinbrace.ca](mailto:apply@kinbrace.ca)
  - In the subject line write: Your Name, Employment Coordinator Application

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Three references will be requested if you are invited to the interview stage.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.