



Inclusive Communities Program Coordinator **(Part-time, 10 hours per week)**

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

Position: Inclusive Communities Program Coordinator

Job Responsibilities:

- Plan meetings and support subcommittees for the Community Collaboration Table (CCT) and Organizing Against Racism and Hate (OARH) Initiative
- Manage multiple community engagement, research and media programs
- Oversee development and implementation of the local settlement strategy
- Oversee evaluation and monitoring of implementation activities
- Complete grant and funding applications
- Complete monthly and final reports as required by funders
- Secure sponsors and donors for non-funded implementation activities
- Research and identify trends and data around community inclusion, racism and hate, demographic change, and community development
- Develop and maintain strategic partnerships with community organizations, municipal government, and the business community
- Facilitate focus groups and dialogues

Skills and Qualifications:

- 5+ years' experience working in the multicultural sector with a strong understanding of diversity, anti-racism, immigrant integration challenges and barriers
- 5+ years of interactive facilitation experience
- Proven experience conducting and/or overseeing mixed-method research, techniques, and best practices
- Proven experience in completing successful grant and funding applications as well as securing sponsors and donors
- Strong public speaking and presentation skills
- Exceptional interpersonal, communication and leadership skills
- Creative thinker, dynamic, highly motivated individual
- Expertise with Microsoft Office and desktop publishing programs (Publisher)
- Strong working knowledge of community and resources in Richmond
- Post-secondary degree in related field



POSTING CLOSE: September 3, 2020

Please apply with cover letter and resume to:
Attention: Yoshimi Vanrenen, Executive Assistant
Richmond Multicultural Community Services
210-7000 Minoru Boulevard
Richmond, BC V6Y 3Z5
E-mail: yoshimi@rmcs.bc.ca
Fax: 604-279-7168

RMCS is an equal opportunity employer. We thank all applicants for their interest. However, only those selected for an interview will be contacted.