
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.

LGTBQ2S+ GROUP FACILITATOR (7 HOURS/WEEK; ENDS February 29, 2024)

RESPONSIBILITIES:

LGTBQ2S+ GROUP FACILITATOR will assist and support immigrants and refugees in their settlement and adaptation to life in Canada.

Job Responsibilities:

- Assist government sponsored refugees, refugee claimants and landed LGTBQ2S+ immigrants in the process of their settlement and labour market needs;
- Demonstrated ability working effectively with people of diverse races, ethnicities, ages, sexual orientation and genders in a multicultural setting.
- Have knowledge of the needs and issues facing newcomer LGTBQ2S +
- Have experience working with the LGTBQ2S+ community
- Establish and maintain a safe space for all participants including welcoming all first time attendees,
- Record, maintain and report client data and information
- Submit monthly narrative report highlighting activities, special events, outreach work, committees / meetings attended, possible recommendations and statistical records of clients served within 5 working days of each following month.
- Maintain professional ethics (e.g. confidentiality interpretation ethics, clients' records, etc.);
- Complete other related duties as assigned by the Settlement Program Coordinator;
- Flexibility with hours of work is required to meet program and Society needs
- Attend regular staff meetings, agency events and community events
- Assist with other activities as required

Qualifications:

- Diploma in Social Services or a related field
- Must have thorough knowledge of settlement issues facing new immigrants
- Must have strong customer service skills and demonstrated ability to liaise with community organizations in Richmond
- Must have experience in conducting various methods of outreach and marketing
- Knowledge of the needs and issues facing newcomer LGTBQ2S +;
- highly proficient in oral and written English
- Very good written and oral communication skills
- Proficient in Microsoft Office



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Fax: 604-279-7168

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- Excellent interpersonal skills
 - Attention to detail and excellent record keeping skills
 - Ability to work independently with little supervision as well as the ability to work as part of a team
 - Culturally sensitive and open to developing and acquiring new skills
 - Must have a car and Class 5 driving license

Job Starting: ASAP

Application Deadline: November 15, 2023

Please send resume and cover letter to:
Attn: Ashok Rattan, Settlement Program Coordinator
Richmond Multicultural Community Services
210-7000 Minoru Blvd.
Richmond, BC V6Y 3Z5
Email:ashok@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.