

St. Joseph Immigrant Women's Centre
Job Posting: LINC Administrator/Site Coordinator
25 hours/week

BACKGROUND: St. Joseph Immigrant Women's is an equality seeking, anti-racist, non-profit, charitable organization committed to the social, political, and economic inclusion of refugee and immigrant women in Hamilton and across Canada.

RELATIONSHIP: Report to the Program Coordinator

LINC ADMINISTRATOR/ SITE COORDINATOR'S JOB SUMMARY: Reporting to the Program Coordinator, the LINC Administrator/Site Coordinator performs all tasks related to the administration and the development of programming at their site. The LINC Administrator/Site Coordinator is involved in planning and implementation of new programming, community and neighbourhood-based outreach, promotional activities, client services and administrative activities.

LINC ADMINISTRATOR/ SITE COORDINATOR Duties:

- Participate in design and implementation of promotional activities, especially neighbourhood-based outreach.
- With a focus on outreach, build relationships with potential clients, communities and community agencies.
- Monitor levels of client participation and interest, update and distribute promotional materials as needed.
- Identify potential clients and design appropriate outreach activities.
- Liaise with community contacts and design and deliver presentations to the community.
- Perform all administrative activities and participate in human resources management activities for the site.
- Assist with monthly and annual reporting to funding agencies.
- Provide support in planning and implementation of program development and evaluation.
- Perform client intake, registration and referrals.
- Respond to inquiries from clients or community representatives.
- Monitor client participation and follow up with clients as needed.
- Implement current and new programming models at the site and perform all associated responsibilities.
- Plan and set objectives, report on site development progress.
- Direct and supervise site maintenance
- Supervise all site activities.

MINIMUM QUALIFICATIONS:

- 2 to 3 years of participatory management/supervision experience
- 4 to 5 years human & social services program/ project coordination experience
- Experience with the LINC Program is an asset
- Extensive experience conducting and designing community & neighbourhood based outreach activities
- B.A. Degree or equivalent experience in a related field
- Extensive experience with program development and evaluation
- Strong understanding of Anti-Oppression and Anti-Racist theory and practice
- Experience working with underrepresented communities, especially newcomers to Canada
- Strong computer and equipment troubleshooting skills
- Advanced English communication skills, proficiency in Arabic, Persian/Farsi or Somali is a strong asset.
- Valid Driver's Licence and access to a vehicle required

HOW TO APPLY: Submit a resume and cover letter by 4:00 pm on January 19, 2007

Email: ewebb@stjosephwomen.on.ca

Fax: 905-521-0541

We encourage applications from women in immigrant, racialized and LGBT communities and women

with disabilities.