

Job Profile - Western Regional Enterprise Network (Western REN) Local Immigration Partnership (LIP) Coordinator

12 – Month Term

Deadline for application: October 7th, 2024, by 4:00pm

Salary scale: Between \$64k-\$85k annually

The Western Regional Enterprise Network (Western REN) encompasses the Municipalities of the Districts of Barrington, Clare, Argyle, Digby and Yarmouth and the Towns of Digby and Yarmouth. The Western REN's role is to guide and navigate regional development in Western Nova Scotia, supporting business growth in communities. The Western REN operates as a connector among economic development partners, supports business growth and retention and provides regional leadership on economic development priorities.

Job Purpose

The LIP Coordinator will support the development of community-based partnerships and planning to address immigrant integration needs in the Western Region. The overall objective of the LIP initiative is to enhance collaboration, coordination, and strategic planning at the community level to foster more welcoming and inclusive communities that improve settlement and integration outcomes.

Reporting to: the Western REN CEO

Roles and Responsibilities

The LIP Coordinator will perform a wide range of duties including but not limited to the following:

- Consult, guide, and supervise the implementation of the LIP plan with partner organizations in developing and managing deliverables, including identifying funding to ensure that the project meets and exceeds the set targets.
- Facilitate regular meetings of partners and stakeholders to stimulate development of innovative and collaborative solutions among stakeholders.
- Act as the liaison between working groups and planning groups to enhance synergies and collaboration among the respective action plans.
- Extensive outreach and liaise with local community groups to develop partnerships and help promote LIP initiatives.
- Organize and participate in Immigration oriented events.
- Work closely with the project partners to ensure coordinated progress on all project components.
- Liaise with LIPs representatives in other regions to share and coordinate project ideas, research, outreach, and promotional opportunities.
- Research streams for further funding and develop grant proposals based on strategic needs.
- Manage the annual operating budget of the project.
- Develop the cash flow, prepare monthly/quarterly expense claims, financial and narrative reports for IRCC.

- Develop the next 5 year strategic plan.
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Qualifications

- Strong understanding of immigration, community immigration organizations and local businesses.
- Must have a valid Nova Scotia's drivers license.
- Bilingualism (English and French + other) would be considered an asset.

Education/Experience

- Post-secondary level education in a relevant discipline from a recognized institution; degree or diploma in community development or a related field.
- Proven experience in program coordination, immigration or community outreach.
- Proven track record of working with multiple stakeholders to catalyze collaboration.
- Candidates with a combination of relevant education and experience will be considered, even if they do not meet all the traditional educational or experience requirements.

Communication:

- Effective interpersonal, cross-cultural, written, and verbal communication and public speaking skills.

Knowledge, skills, and abilities

- Good understanding of diversity issues and experience of working in multicultural settings.
- Proficient in the use of:
 - Microsoft Office applications (Word, Excel, PowerPoint)
 - Cloud-based CRM tools
 - Business writing
 - Office equipment and office related software.

Flexibility:

- Willing to work evenings and weekends if required.

Leadership:

- Positive, optimistic attitude.
- Demonstrated ability to influence stakeholders and build partnerships to advance program and organizational objectives.
- Excellent organizational and project management skills
- Ability to work with volunteers and representatives of the public and private sectors.

Personal characteristics:

The Local Immigration Partnership Coordinator should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- Maintain Confidentiality: Confidentiality must be maintained with telephone calls, emails and meetings where applicable.

- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of program and organization.
 - **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
 - **Attention to Detail:** Detail oriented and accurate with strong analytical, evaluative and research skills.
 - **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
 - **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the program and organization.
 - **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
 - **Plan:** Determine strategies to move the program forward, set goals, create and implement actions plans, and evaluate the process and results. This includes the development of a 5 year strategic plan for the program.
 - **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
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Working Conditions

- The LIP Coordinator will work in both an office and/or environment and in the field and will work a standard work week. Flexibility in working hours is required as some work will happen outside of the standard work week. Place of work to be determined- **the candidate is to provide an indication of preference within the Western Region.** Travel throughout the region will be required.
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Application Process

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience related to this position by October 7th, 2024, to hr@westernren.ca Please include "Local Immigration Partnership Coordinator Application" in the subject line.

Join us in creating a vibrant and welcoming community for everyone who lives here and generations to come. We look forward to your application.

We wish to thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

**Pending funding approval.*