



**Victoria Immigrant & Refugee Centre  
Society (VIRCS)**

1004 North Park, V8T1C6

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1914

**JOB DESCRIPTION: SUMMER STUDENT, SETTLEMENT DIRECTOR'S ASSISTANT**

<b>Job title:</b>	<b>Settlement Director Assistant, Settlement Programs</b>
Reports to:	Director of Settlement
Status:	35 hours/week (up to 8 weeks duration)
Application Deadline:	July 16, 2020

*This challenging summer student position will give the applicant a real-life experience being a valued team member in the launching of actual settlement projects. VIRCS is a "hands-on" organization and we are seeking hands-on students who want to work on projects that require both soft and hard skills. If you have great people skills, are hard-working and have experience doing cleaning, packing and distributing food, minor repair and painting and love the idea of helping vanquish hunger and homelessness that affects our newcomer communities then, this may be a great job for you.*

**Primary Accountability:**

- Assisting Settlement Director with two emerging Settlement Department priorities: 1/ Emergency Food Distribution; 2/ Refugee Transition House launch
- Perform administrative duties to support Director of Settlement at VIRCS.

**Responsibilities:**

***Duties at the Refugee Transition House***

- Building strong and positive relationship with Oak Bay Community and neighborhood by maintaining Welcome House and working closely with Settlement Director and Executive Director to complete critical tasks and duties.
- Providing maintenance and preparation of the Oak Bay Refugee Welcome House for service launch
- Informing Director about necessary maintenance and support coordination of volunteers, staff and contractors as necessary
- Coordinating communication between parties.

***Duties at the Emergency Food Distribution project***

- Assist VIRCS staff and volunteers organizing and tracking food items; creating hamper content lists; managing/compiling delivery schedules;
- assisting in the delivery and distribution of food hampers;
- ensuring covid19 safety protocols are maintained at every juncture of the program service

### ***Administrative Duties***

- Supporting Settlement Director schedule regular online team meetings
- Providing administrative assistance to Settlement Director
- Organizing and shredding confidential files and documents.
- Supporting Settlement Director oversee and conduct program evaluation and outcome measurements.
- Participation in organizational development and staff meeting.
- Handling incoming rent, issue monthly receipts to Oak Bay Welcome House Residents and completing related administrative duties
- Assisting VIRCS staff and volunteers as necessary
- Supporting Settlement Director as it required

### **Requirements and Asset Qualifications:**

- Strong organizational and teamwork skills
- Ability to organize daily and weekly duties,
- Work highly independently, creating one's own task list and schedule
- Lift objects of 20 kg on occasion,
- Ability to perform organizational duties such as: filling packing lists; arranging packages for route delivery; packing food items effectively; maintaining checklists and delivery routes
- Ability to perform maintenance duties such as: major and minor floor and wall cleaning; waxing wood floors; painting items such as walls and trim; filling and patching walls; cleaning windows and fixtures; assisting tradespeople; mowing lawn and minor landscaping/gardening
- Ability to work effectively, both independently and in a team, and with other professionals in the community
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Understanding, sensitivity and an awareness of social justice, diversity and anti-oppression issues
- Strong assessment and problem-solving skills
- Effective communication and writing skills

### **Education**

- A wide range of educational backgrounds matched with skills and experience. Useful educational pathways are: social work; public health, business management; facility management or maintenance experience or a related field, or the equivalent combination of education, experience and skill-based training.

### **To apply**

If your credentials meet the above job description, please forward your cover letter and resume, quoting the job title in the subject line, to: Asuka Hirai, Settlement Director [Asuka@vircs.bc.ca](mailto:Asuka@vircs.bc.ca).

**SALARY:** Competitive

**VIRCS is an equal opportunity employer. We especially encourage applications from people of different ethnic and cultural backgrounds, especially immigrants to Canada who are entitled to work in British Columbia.**