



## **JOB POSTING**

Title: YREACH Settlement Coordinator

Position Status: Full Time, Salaried (contract, pending funding)

Salary: \$45,000 -\$50,000 Annually

Start Date: April 1<sup>st</sup>, 2020

Location: YMCA Centre for Immigrant Programs (Outreach across province)

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***The YMCA is looking for a dynamic and forward thinking YREACH Settlement Coordinator to join our Immigrant Services team.***

### **Our Story**

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development. At the YMCA we know that our ability to work with others in our community is through the passion and deliberation of our employees and volunteers!

### **Position Summary**

This position will focus on supporting and supervising multiple YMCA Settlement Program sites located across the province delivering settlement, integration and inclusion services. This position will also be responsible for supervising and supporting Saturday Study Skills Programming in HRM.

### **Responsibilities**

- Supervising, mentoring and supporting staff team
- Supporting and leading the development, implementation and evaluation of program activities and outcomes
- Development and implementation of new strategies, programs, best practices and procedures
- Working collaboratively and proactively with community partners across the province
- Budget management
- Reporting on fiscal and program outcomes
- Maintaining and implementing practices and procedures related to ensuring operational excellence
- Development of resources, promotional products and profile service area leadership

### **Qualifications & skills**

- Minimum 2 years of experience in a similar position and/or leadership position
- Experience leading a staff team
- Experience delivering direct settlement and integration services
- Experience developing "on-brand" resources, tools and presentations
- Experience developing, implementing and evaluating programs or projects
- Demonstrated networking and rapport building with community partners
- Proficient with MS office applications and online communication tools
- Strong writing skills with experience collating information and producing reports
- Excellent communication, problem solving and team building skills
- Strong time management, organizational skills and the ability to manage multiple, competing deadlines and tasks

- Strong attention to detail and interpersonal skills
- Able to travel across Nova scotia; Valid NS Driver's License and reliable vehicle essential
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

### **Competencies**

**Commitment to YMCA Vision & Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.

**Service Orientation:** Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

**Diversity:** Appreciates that people with different opinions, backgrounds and characteristics bring richness to the challenge or situation in hand.

**Team Work:** Participates actively in a team for organization effectiveness.

**Problem Solving:** Identifies an issue, gathers and processes relevant information, comes up with positive solutions, selects the appropriate response, and implements solutions.

**Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards.

**Planning & Organization:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long- term work goals.

### **We Offer**

- Participation in Comprehensive Group Benefits
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)

### **Apply Today**

Please email your cover letter and resume in one document to [yreach.hiring@halifax.ymca.ca](mailto:yreach.hiring@halifax.ymca.ca) by **Friday, March 6<sup>th</sup>, 2020**. Please indicate position title applied for in subject line. We look forward to hearing from you!

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*