



## NEW CANADIANS CENTRE PETERBOROUGH

<b>Position Description:</b>	<b>Posting Date: March 1, 2010</b>
<b>Partnership Resource COORDINATOR</b>	<b>Start Date: March 22, 2010</b>

**Hours: 32 hours per week**

**Wage: \$17.25/hr to start; \$19.00 after one year; \$20.90 after two years.**

**Extended Benefits:** Refer to *NCC Benefits Package*

**Reports to:** Executive Director

**Description:**

The Partnership Resource Coordinator will be responsible for building partnerships between the New Canadians Centre Peterborough and regional educational institutions. The Coordinator will develop collaborative programs that facilitate settlement services for new Canadian children, youth and their families by providing supports, resources, and programming through the schools.

**Main Duties & Responsibilities**

- Liaise with community partners (School boards, Trent International Program, Community Training & Development Centre, libraries, etc.)
- Support the development of education-related settlement programs, including building partnerships, developing procedures, establishing protocols, allocating resource hours, and designing programming
- Deliver, monitor and supervise program activities including outreach and settlement services
- Develop outcomes measurement procedures
- Develop and coordinate orientation sessions for students and parents who are newly arrived
- Work with NCCP staff for effective coordination and delivery of settlement, Host, volunteer and outreach services
- Act as a resource to members of the educational committee
- Attend committee meetings, coordinator conferences, professional development opportunities, and stakeholder meetings as necessary and as they relate to settlement and education
- Occasionally attend meetings or events on evenings or weekends
- Work with Outreach Coordinator to develop support materials, including literature, web materials, action alerts, and website content.
- Support the hiring of future staff working in this area
- Train, supervise and evaluate any future staff working in this area

### **Administrative Duties**

- Respond to telephone, in person or electronic inquiries and forward to appropriate person.
- Complete data collection and program reports as required
- Ensure confidentiality of client information and files
- Create, edit, proofread and finalize office correspondence , reports, statements, forms, presentations and other documents using Microsoft applications
- Perform other duties as needed or assigned

### **Qualifications:**

- Post-secondary education in a field related to Community Development and/or Social Service Work
- Understanding of New Canadians Centre funders, contracts and contribution agreements
- Experience in community development, program management/evaluation and staff supervision
- Experience in counselling and needs assessment
- Knowledge of community resources and immigration issues
- Understanding and empathy for the struggles which immigrants and refugees face in starting a new life in Canada
- Strong skills in cross-cultural communication
- Excellent written and verbal communication skills, especially in a multi-cultural setting
- Strong research, organizational and time management skills
- Ability to maintain confidentiality and handle important documents in a sensitive manner
- Ability and willingness to travel within the catchment area of the school boards
- Demonstrated ability to keep accurate records, write reports and meet deadlines
- Proficient in use of computers and Microsoft Office applications
- Fluency in additional language(s) is an asset

Please **mail** your application or **deliver it in person**.

Applications will ONLY be accepted in hard copy AND IF received by **2pm on March 15, 2010**.

Address your application to:

Grace Salalila  
New Canadians Centre Peterborough  
205 Sherbrooke St. Unit D  
Peterborough, Ontario  
K9J 2N2  
(705) 743-0882  
[grace@nccpeterborough.ca](mailto:grace@nccpeterborough.ca)

Thank you for your interest. Only those selected for an interview will be contacted.