

Multicultural Outreach and Programs Manager

Reports to: Programs Director

Overview: This position will work in close collaboration with the WMS Programs Director and the staff of the Whistler Welcome Centre to establish awareness and understanding of the diverse needs of individuals requiring multicultural services including, but not limited to, community members, immigrants, newcomers, francophones, and indigenous population. The MOP Manager will provide an essential link to the support and information provided by the Whistler Welcome Centre that will enable newcomers and immigrants to achieve their goals and successful community immersion.

Responsibilities include:

- Actively promote the Whistler Multicultural Society's programs / events and build strong relationships within the community, with other service providers, and community groups in Whistler and the Sea to Sky
- Coordinate and facilitate Whistler Multicultural Week, Multicultural Community Kitchens, and other cultural sharing events
- Establish communications and projects to build awareness and understanding of the WMS and of local diversity, in particular via online/digital social media and communication tools
- Ensure WMS participation at relevant community forums
- Identify opportunities, develop plans for, & pilot potential social enterprise activities
- Maintain records, statistics and all required documentation.
- Provide reports on activities as required
- Perform other related duties as required

Qualifications and experience:

1. Minimum of 2 years related post-secondary education / Diploma in a human / social service field and/or one year recent related experience.
2. A combination of education, training and related discipline experience will be considered.
3. Access to a reliable vehicle and a valid BC Driver's License ideal.
4. Current Emergency First Aid Certificate or equivalent an asset.

Skills and abilities:

- Understands and values 'diversity and inclusion'
- Strong written English and verbal communication skills – verbal, non-verbal, written
- Fluency in a second language an asset
- Self-motivated, flexible, and able to work independently and to leverage tools and resources in a creative way
- Ability to work under pressure



- Connection to, & knowledge of, one or more immigrant cultural or ethnic group in Whistler
- Energy, enthusiasm and a passion for connecting with people
- Ability to build successful relationships in the community and other service providers as a mindful representative of Whistler Multicultural Society.
- Good computer skills; Outlook, Excel, Word, social media tools, and adaptability to new technologies
- Good organization, time management, strong problem solving, and general management skills

Terms:

- Part-time position, initially at 12 hours per week
- Contract position, initially for 6 months, with the possibility of extension
- Hourly rate according to skills and experience
- To apply, submit resume with cover letter and three work/volunteer related references to admin@wmsociety.ca