



# **Brampton Multicultural Community Centre**

## **TEAM LEAD, EVENING & WEEKENDS**

### **INTERNAL AND EXTERNAL POSTING**

**Part Time Contract Position – Evenings and Weekends**

**Hours: 17.5 per week - Location: Peel Region**

**Brampton Multicultural Community Centre (BMC)** is a community based non-profit social service organization serving immigrants, newcomers, and the community at large within the Peel Region. We are looking for individuals with experience in Settlement Service Sector. You must be hard working and be able to work under pressure with utmost professionalism. Programs at BMC are designed to settle Newcomers and Immigrants and to increase their employability in the local job market. BMC is looking to fill the position of a Team Lead, Evening and Weekends who will support the programs and services offered at our organization.

### **RESPONSIBILITIES**

- Establish and implement procedures for program delivery, including the preparation of a detailed work service plan ensuring timelines are met and results achieved;
- Oversee all elements of the program including day-to-day activities and staff schedules in assigned libraries or when responding to on calls.
- Identify key community resources, agencies and individuals to support the delivery of group information sessions.
- Assist settlement workers in the design and delivery of group information sessions to staff and library users.
- Develop, design and implement program evaluation tools; monitor program activities and outcomes as necessary.
- Conducts review of the program for identification of program deficiencies;
- Coordinate and assist in the production and management of all marketing and promotional materials and activities i.e. flyers, posters, etc.
- Assist in the training and support of Settlement Workers on an ongoing basis; providing feedback to Assistant Manager on timely basis of any crisis situation or any immediate need of staff
- Fosters team building and collective problem-solving amongst team members;
- Assist in the development of process and system to ensure ongoing outreach to all newcomers in libraries
- Collaborates and networks closely with our partners and community organizations;
- Ensures that program statistics are up to date; prepare monthly program progress reports.
- Develops and implements a plan for summer programming;
- Any other related duties prescribe by the board/designate
- Reporting to Executive Director or designate

## **QUALIFICATION / SKILLS**

- Post Secondary Education in Social Services or Non Profit Management with a minimum of 2 years management or related experience in the settlement sector
  - Experience in development, implementation and management of programs
  - Demonstrated experience in supervising and evaluating performance of employees
  - Knowledge of legislation, policies and issues relating to immigrants and refugees
  - Experience working with youth and families; strong understanding of related issues
  - Knowledge of community services, programs, resources and outreach practices
  - Demonstrated knowledge of the educational system of Peel Region
  - Ability to develop workshops, provide training and facilitate group sessions
  - Excellent presentation, report writing and cross-cultural communication skills
  - Strong and effective inter-personal skills and excellent verbal communication
  - Skills and experience in conducting research and needs assessment
  - Ability to work independently and co-operatively and a team player
  - Experience in convening and facilitating meetings
  - Knowledge of and commitment to anti-racism and ethno-cultural equity principles
  - Understanding issues facing immigrants/newcomers in Peel region
  - Computer skills: MS Office including Word, Excel; Access, Publisher, PowerPoint, MapPoint and Adobe Desktop Publishing Software
  - Fluent in English and ability to speak read and write another language a definite asset
  - Must be able to work evenings or weekends on a regular basis
  - Must have own transportation and a valid driver's license and insurance for job related travel.
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Please mail, fax or email resume along with a cover letter referencing  
**BMC-JC-0055 by February 19<sup>th</sup>, 2010 to:**

Human Resources Department  
Brampton Multicultural Community Centre  
197 County Court Blvd, Suite 303  
Brampton, ON L6W 4P6 2T9  
**NO PHONE CALLS PLEASE**  
Fax: 905-790-8488  
Email: [bmcjobs@bmccentre.org](mailto:bmcjobs@bmccentre.org)



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*(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)*