



Brampton Multicultural Community Centre

ASSISTANT MANAGER

INTERNAL AND EXTERNAL POSTING

Full Time Contract Position - Hours: 35 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 Assistant Manager 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 schools 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 school staff, students and parents.
- 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 BMC Settlement Workers on an ongoing basis; providing feedback to Manager of Programs and Services on timely basis of any crisis situation or any immediate need of staff
- Work closely with designated School Board officials, school staff, and community agencies
- 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 schools;
- Collaborates and networks closely with schools 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
- Flexible to work evenings or weekends if and when required
- Must have own transportation and a valid driver's license for job related travel.

BMC offers its employees a shared extended health benefit plan

This is a full time contract position ending on March 31st, 2011 with a possibility of renewal

Please mail, fax or email resume along with a cover letter referencing
BMC-JC-0059 by **May 31st, 2010** to:

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: bmcjobs@bmccentre.org



IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYMENT EQUITY

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