

Community Partnership Facilitator

The Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) is an umbrella organization of immigrant serving agencies across Saskatchewan. SAISIA's activities include, but are not limited to the coordination of service and program delivery in the province; the facilitation of information exchange between its member agencies and other related associations; the identification of trends, common challenges, and promising practices in immigrant settlement and integration; the championing of common concerns and objectives to federal, provincial, and municipal governments and the public at large. To facilitate effective provincial engagement and coordination, SAISIA established Working Groups along service lines such as the Language Training, the Social Connections Services and the Employment Services.

Job Title: Community Partnerships Facilitator

Responsible to: Executive Director

Location: Saskatoon

Hours of Work: 37.5 hours/week

Contract Length: October 2017 to March 31, 2020 with possibility of renewal

Wage Range: \$24 - \$27/hour

Job Purpose: Reporting to the Executive Director, the Community Partnership Facilitator will support the work of SAISIA in facilitating effective provincial engagement and coordination aimed at fostering excellence in settlement services in Saskatchewan. This will include providing project and administrative support to the assigned SAISIA Working Groups, coordination of services, development of tools and resource, member outreach, education, communication, and multi-stakeholder engagement and events.

Specific Duties include:

Working Group Coordination

- Perform project coordination and administrative duties as per assigned Working Group(s) such as:
 - Develop, implement and evaluate work plans of the Working Group(s) to achieve and set goals in
 - alignment with the Helping Immigrants Succeed Initiative and SAISIA Working Group Terms of Reference.
 - Continually review the Terms of Reference of the Working Group(s) in collaboration with team members
 - and make changes where appropriate.
 - Organize meetings for the Working groups, and other stakeholders. This includes facilitation and note
 - taking and timely communications. The meetings typically serve as forums to share information, identify
 - issues of common concern, service gaps, trends, and seek solutions. Where required develop and maintain
 - online resources of promising practices throughout the province.
 - Collaborate with the Working Groups to develop or source standardized tools and resources to facilitate
 - effective and consistent information/data collection and reporting.
 - Collaborate with partner agencies in specific areas on the implementation of data collection tools; Obtain,
 - analyze, collate, manage data for Saskatchewan province dashboard development and develop info
 - graphics for sector and public knowledge.

- Regularly review/revise the standardized data collection tool and associated resources.
Facilitate End-user
- training sessions on the implementation of revised data collection tools.
- Identify indicators from outside the settlement sector that may be used to illustrate social return on investment.
- Identify gaps in Working Group membership and follow up on inclusion; Identify and organize subcommittees (to Working Groups) based on service gaps and best practices.
- Coordinate collaborative research and surveys, data analysis and reporting on promising practices related to the specific service delivery area.
- Report on the Working Groups' progress, data collection tools, identified trends and recommendations to the Executive Director, Working Group members, SK settlement sector and funders.

Community Engagement and Partnership Building:

- Develop, implement and evaluate community development and partnership building strategies including an accountability framework to ensure effective monitoring.
- Identify Community Based and private sector organizations that align with SAISIA's vision.
- Seek opportunities for SAISIA's representation on intersectoral partnerships in the province.
- Participate in Community committees that relate to high priority settlement issues.
- Coordinate special initiatives (e.g. Saskatchewan Cares).
 - Host Saskatchewan Cares meetings with designated representatives from community partnership organizations across the Province,
 - Regularly update the website associated with the initiative.
 - Conduct periodic survey for feedback on the special Initiative to ensure its alignment with its goal, stakeholder expectation.
- Facilitate Newcomer Adaptation presentations and workshops in collaboration with service provider organizations and other stakeholders such as Employers across Saskatchewan.

Communications:

- Lead the review of SAISIA's communication strategy to ensure it aligns with current realities.
- Implement the strategy by developing and disseminating a quarterly newsletter and bulletins (digital); and developing a digital presentations bank; developing and maintaining SAISIA's Social Media (e.g. Face Book and Twitter)
- Support SAISIA website development and regularly update content.
- Organize face to face learning events to build capacity and provide professional development opportunities for SAISIA members and the community.

Other related duties:

- Participate in development of SAISIA's annual work plan and reporting.
- Develop, implement and evaluate the assigned project's annual workplan
- Organize and facilitate sector conference calls including development of agenda, taking minutes, report on assigned Working Group activities and follow up on action items as may be needed.
- Support SAISIA team in development and coordination of special event, activities and training.
- Develop, implement and evaluate special surveys as needed.
- Collaborate with the SAISIA team and other Umbrella Organizations in the Prairies on special projects.
- Attend all SAISIA Working Group meetings

The list of duties and responsibilities is not exhaustive but is merely the most accurate list for the current position. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development).

Requirements

- University degree in Administration, Social Sciences, Community Development, Policy, Humanities, Education or a Related Degree.
- Solid understanding of the intersectoral nature of settlement and integration sector and its connection with other human services.
- Excellent ability to navigate multi-level jurisdictions including federal, provincial, municipal and community Based Organizations (CBO).
- 5 years' experience coordinating programs in the areas of social services, education or the humanities.
- Excellent group facilitation skills.
- Research, data analysis, and evaluation skills. Strong qualitative and quantitative research experience essential.
- Excellent presentation, especially infographics very important.
- Excellent writing skills, proficiency in the use of computer and other office equipment.
- Knowledge of existing community resources for newcomer populations.
- Excellent interpersonal, communication, collaboration and organizational skills
- Proven accountability, resourcefulness, initiative, flexibility and professionalism
- Strong ability to work cooperatively in a team-oriented, cross-cultural setting.
- Bilingual skills an asset.

As a valued member of the SAISIA team, you understand and embrace the unique challenges and opportunities involved in the settlement community sector. You contribute to the strategic goals of SAISIA on a daily basis and work to further our mandate to support agencies in offering services for immigrants and refugees while engaging stakeholders and representing Saskatchewan Settlement Agencies nationally. You value diversity, inter-culturalism, and community. You understand the role of collaboration, proactive leadership and teamwork, both internally and externally, and will contribute to an inclusive environment where all people are treated with respect and dignity.

Applicants who meet the requirements are invited to apply by closing date of September 22, 2017 via email to: careers@saisia.ca

We thank all candidates for their interest; however, only successful candidates will be contacted for an interview.