



Job Posting – Rural Coordinator (Contract)

The Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) is a not-for-profit 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.

SAISIA supports agencies in offering services for immigrants and refugees while engaging stakeholders and representing Saskatchewan Settlement Agencies nationally.

POSITION TITLE: Rural Coordinator

CONTRACT: Full time. \$25-\$28 per hour

DURATION OF CONTRACT: April 2018 to March 2020 with the possibility of extension

LOCATION: SAISIA's Head Office is in Saskatoon. The Rural Coordinator will be based in Humboldt, SK.

TRAVEL: Travel throughout SK to smaller centres is required

POSITION SUMMARY

Reporting to the Executive Director, the Rural Coordinator will connect with settlement and integration service providers in smaller centres in Saskatchewan and will lead SAISIA's rural engagement initiatives. This will include supporting service providers by developing relevant tools, hosting regional events, and facilitating communication among service providers and other stakeholders.

SCOPE OF POSITION

- Respond to inquiries from, and act as a resource to, regional service providers.
- Liaise with the Settlement sector on their professional development (PD) needs, and participate in planning PD initiatives.
- Coordinate quarterly meetings of small centre service providers via distance technology and one annual face-to-face gathering.
- Communicate with SAISIA Executive Director on emerging issues and trends for small centre service providers, and help ensure SAISIA's input on provincial, regional, and national tables to reflect the needs and priorities of small centres.
- Work with IRCC and Settlement Umbrella Organizations to facilitate links and sharing of best practices between service providers working in similar size centres in other provinces.
- Participate in the design and implementation of evaluations of regional engagement initiatives.

DELIVERABLES:

- Conduct face-to-face and conference call meetings with service providers in smaller centres to learn about small centre service providers and assess their needs and priorities.
- Develop an outline for a training manual for small centre members, in consultation with service providers, and develop one initial module.
- Develop other tools as requested by small centre service providers.
- Other duties as assigned.



EXPERIENCE AND QUALIFICATIONS:

- A Bachelor's Degree in the social sciences, humanities, community development or another relevant field will be considered.
- Minimum 3 years relevant work experience in the settlement/integration sector, preferably in a rural setting.
- Good working knowledge of the settlement challenges experienced in rural SK communities.
- Strong understanding of the assets and challenges of, knowledge of, and working within rural/remote Saskatchewan is essential.
- Experience in a small centre settlement service provider is an asset.
- Demonstrated ability to establish collaborative relationships with both internal and external stakeholders.
- Strong cross-cultural communication skills.
- Skilled meeting facilitator and knowledge of adult education principles.
- Expertise in meeting and familiarity with planning of events.
- Well-developed written and verbal communication skills, and critical thinking capabilities.
- Intermediate mastery of MS Office.
- Document and technical writing skills.
- Strong problem-solving and analytical skills.
- Proactive, resourceful, takes ownership, and is able to work effectively on diverse and complex issues under time constraints.
- Ability to work independently and as part of a team.
- Proficiency in oral and written communication in French or another language an asset.
- Must have regular access to a vehicle and valid driver's license. Travel required.

The list of requirements, 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).

Application Deadline: March 4, 2018. Please submit both cover letter and resume to: Attention Executive Director at careers@saisia.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.