
**CATHOLIC IMMIGRATION CENTRE
CENTRE CATHOLIQUE POUR IMMIGRANTS**

Job Posting: Youth Program Coordinator.

The ideal candidate will understand and support C.I.C.'s mission and possess experience in the resettlement and integration of newcomers to Canada. The position requires strong communications and interpersonal skills, excellent organizational abilities and exceptional cultural competency. We are looking for a self-starter with initiative who enjoys working in a fast-paced environment.

This position reports to: The Manager of Settlement.
Starting Date: As soon as possible.
Employment status: Contract for 35 hours/week to September 30, 2010.
Salary Range: \$26.47 to \$28.08/hr

Main Responsibilities:

- Link newcomer youth with resources and services in the community.
- Plan and implement small and large group activities for newcomer youth.
- Provide newcomer youth with information about relevant immigrant settlement services and improve their access to these services.
- Recruit and assist newcomer youth volunteers.
- Encourage the participation of newcomer youth in educational, social, cultural and civic activities.
- Empower newcomer youth to counter racism, discrimination and bullying
- Coordinate the provision of services through case management.
- Outreach to clients and service providers by giving workshops regularly.

Key Qualifications:

- Fluency in oral and written English and French is required.
- Knowledge of services and resources available to assist newcomers to Canada.
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities.
- Ability to facilitate workshops and group sessions.
- Excellent organizational skills and the ability to set priorities and meet deadlines.
- Ability to deal with confidential material and matters.
- Excellent interpersonal and conflict resolution skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform duties independently or with minimal supervision.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Proficiency with computer applications including Windows XP and Microsoft Office Suite.

If you'd like to be considered for this position, please forward your curriculum vitae with a covering letter to **the Settlement team by February 11th at 3p.m.**

Mailing Address: 219 Argyle Avenue, Suite 500. Ottawa, ON K2P 2H4
Fax: (613) 232 3660 E-mail: settlement@ci.ca