



Elspeth Heyworth Centre for Women

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Settlement Program Coordinator

POSITION SUMMARY

Settlement Program Coordinator will plan, develop and implement programs for newcomers, immigrants, refugees and Canadian citizens seeking assistance in their settling process. Program activities will include variety of program activities including one-on-one counselling, workshops, group events, assistance in variety of applications and document completion. Newcomer Settlement Program Coordinator, working with the Executive Director will familiarize with the policies and procedures relating to the program, train staff and volunteers as needed to support the business operations.

LINES OF ACCOUNTABILITY

Settlement Program Coordinator reports to the Executive Director.

QUALIFICATIONS

- Bachelors Degree in Social Services or related field.
- Excellent in computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and Publisher.
- Understanding of the use of social media, Zoom, Webx and other sources of virtual communications.
- Knowledge of filing procedures.
- Strong communication and telephone skills.
- A valid driver's license and access to a reliable vehicle.
- Must have Settlement Services experience.
- Must speak English and Hindi or any other languages spoken in India.

Interested candidates please submit resumes to info@ehcw.ca