

Saint John Region Local Immigration Partnership Project Coordinator

Seeking Bold, Inspired Leaders

Envision Saint John: The Regional Growth Agency is the backbone economic development organization helping to accelerate growth for the Saint John Region. Our role is to attract people, visitors, business, and investment.

Our team works in collaboration with local, national, and international partners to build an inclusive, sustainable, entrepreneurial, and prosperous region.

The Saint John Region Local Immigration Partnership (SJRLIP) is a collaborative community initiative designed to improve newcomer settlement and integration outcomes, and to strengthen the region's ability to better address the needs of newcomers. Supported by Immigration, Refugees and Citizenship Canada (IRCC), the SJRLIP was launched in May 2017 to bring together local stakeholders to develop and carry out a coordinated newcomer strategy for the region.

As SJRLIP Project Coordinator, you will be an integral member of the team, acting as a resource on the Local Immigration Partnership (LIP) file and will be a champion for growth in the Saint John Region. Every day brings a new challenge and opportunity to support transformational initiatives. The SJRLIP Coordinator reports to the SJRLIP Project Manager and is responsible for supporting the Local Immigration Partnership with the implementation of key strategies to improve outcomes for immigrants living and working in Saint John.

What you will do:

- Organize and support the SJRLIP Council and related working group meetings and activities; prepare and circulate minutes, agendas, and reports.
- Work with the SJRLIP Project Manager to develop, implement, and assess a detailed SJRLIP work plan and schedule for all project aspects, showing key deliverables, timelines, resources, and milestones.
- Develop content for multiple audiences and platforms, including social media, website, and print.
- Manage website content and updates, including events, listings, and blog.
- Provide regular updates to the SJRLIP Project Manager, as required or requested.
- Provide administrative and event support as required.
- With support from the SJRLIP Project Manager, coordinate aspects of the SJRLIP, bringing resources together and building needed community relationships.
- Play a supporting role in the research, development, implementation, marketing, monitoring, and evaluation of all aspects of SJRLIP and its strategies.
- Act as an ambassador for newcomers in the Saint John Region and promote the Saint John Region Local Immigration Partnership's mandate, objectives, and activities.
- Take on other responsibilities as required.

Your qualifications:

- 1-3 years of experience in project operations or coordination. Experience or post-secondary education in the following areas will be considered an asset: Marketing and Communications, Settlement Services, Project Management, Social Services or Public Administration.
- Strong written and verbal communication skills.
- The ability to handle various projects and deadlines.
- Have a growth mindset, lead with 'yes,' and believe in win-win solutions.
- You have demonstrated problem-solving and project coordinator skills.
- You are a dynamic and driven team player and have demonstrable evidence of success in these areas: self-responsibility, high ambition and drive, positive outlook, high self-awareness, goal setting, accountability, and collaboration.
- You thrive in a fast-paced environment and are motivated to make a difference in your community.
- English essential - both written and verbal.
- French and other languages will be considered an asset.

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.
- **Collaboration at Its Best:** You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements and generous time-off policies enable you to achieve harmony between your personal and professional life.
- **A Welcoming Workspace:** Our modern, state-of-the-art office is designed to inspire creativity and productivity. Comfortable breakout areas, well-equipped facilities, and a fun-filled ambiance make it a second home for our employees. Our office is centrally located in beautiful uptown Saint John, New Brunswick, with sweeping views of the region.
- **Benefits:**
 - Salary Scale - \$50,587 - \$55,841
 - Health and wellness programs
 - Retirement savings plans
 - Regular team-building activities and social events
 - Opportunities for professional development

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Administrative Assistant

Email: recruit@envisionsaintjohn.com

Deadline to apply:

February 14, 2025, 5:00PM AST We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.

Envision Saint John is committed to employment equity, fostering diversity within our community, and developing an inclusive workplace that reflects the richness of the broader community that we serve.