



**JOB POSTING:** Training Lead - Project Coordinator for Leadership Program (Full-Time, Fixed-Term Role until March 2024)

## **WAGE Level Up Leadership Program**

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### **ABOUT MIGRANT WORKERS CENTRE (MWC)**

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the caregiving, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada. MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

### **JOB SUMMARY**

This is anticipated to be a full-time contract position until March 2024 and is based in BC.

MWC has developed a unique leadership program, called 'Level Up', for migrant workers who are survivors of labour exploitation and/or trafficking to grow leadership skills to become an impactful leader in communities, families, workplaces, and the wider world. It has been developed in partnership between MWC and The Salvation Army's Illuminate (TSA) and is funded by Women and Gender Equality (WAGE) Canada.

This is an exciting opportunity to work with leaders in the field of labour trafficking to support survivors with education and skills-building through a trauma-sensitive, culturally-competent leadership training program. This work will be rooted in anti-oppressive and intersectional feminist values.

The *Training Lead - Project Coordinator* will be responsible for leading the delivery of the curriculum and program as a whole, coordinating resources, activities and key personnel to ensure program deliverables and timelines are achieved, in accordance with the project plan and budget. This will require strong expertise in adult education, a high level of attention to detail, project management experience, and strong organizational skills. There will be a mixture of online and in-person course delivery.

### **DUTIES AND RESPONSIBILITIES**

- Manage planning, content development, and delivery of training curriculum and program as a whole;
- Develop, implement and oversee work plans to track training deliverables and guide partnerships with TSA, as well as various contractors;
- Ongoing outreach and relationship building with non-profits and other stakeholders to ensure effective planning and delivery of training across the province;
- In partnership with other MWC and TSA staff, engagement with project Survivor Advisory Council to ensure the training program is survivor-informed;
- Implement and monitor quality assurance measures, including evaluation practices in consultation with an external evaluator (Reciprocal Evaluation) and MWC and TSA staff;

- Contribute to funder reporting.

### **QUALIFICATIONS**

- Minimum of three (3) years' experience developing and delivering leadership training and/or education;
- Project management training and experience;
- Degree in a relevant field (social work, education, social sciences, humanities, healthcare, management) or equivalent experience;
- Knowledge and skills necessary for working from a trauma-informed perspective;
- Experience with establishing and maintaining working relationships with survivors and cross-cultural communities;
- Well-developed administrative, organizational, and problem-solving skills to effectively multi-task, prioritize and meet deadlines;
- Excellent communication skills, both oral (present to and facilitate groups) and written (writing reports, curriculum and presentations);
- Contextual knowledge of the issue of labour trafficking;
- Understanding an intersectional feminist lens;
- Experience with online training development and delivery and platforms; and
- Fluency in French, Spanish and/or Tagalog is an asset.

### **COMPENSATION**

MWC offers an extended benefits package, which includes dental and extended health benefits, and generous vacation leave. Salary range is between \$55,000 and \$65,000, depending on experience.

### **START DATE**

The start date for this position is as soon as possible.

### **APPLICATION PROCESS**

Closing date is Wednesday 6<sup>th</sup> July, 2022 at 11:59pm PST. Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, including people with lived experience of labour exploitation/trafficking and equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume to [brid@mwcbc.ca](mailto:brid@mwcbc.ca), *Attn: Managing Director – Training Lead-Project Coordinator Position*. While we thank all applicants for their interest, only those offered an interview will be contacted.

MWC is committed to the health and safety of our staff members, volunteers, and clients. We anticipate that the Training Lead – Project Coordinator will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs. We anticipate that the position will involve some travel within BC.