



## **JOB POSTING: Project Coordinator, Respect at Work Legal Clinic**

---

The Migrant Workers Centre (MWC) is seeking a passionate, organized, and people-orientated person to join our team and coordinate our Respect at Work Legal Clinic, which supports newcomers who have experienced sexual harassment at work.

### **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.

### **RESPECT AT WORK LEGAL CLINIC OVERVIEW**

Since June 2019, MWC has partnered with Immigrant Services Society of BC (ISSofBC) to offer direct support to newcomers who have experienced workplace sexual harassment, through our Respect at Work Legal Clinic project.

This project has two components:

1. Legal advice and information: We provide legal advice, information and referrals to employment and settlement services, and emotional support and counselling to newcomers to Canada.
2. Public legal education: We deliver trainings on workplace sexual harassment to newcomers and staff at community organizations that support newcomers including ISSofBC.

### **JOB SUMMARY**

This is a part-time, fixed-term position with the Respect at Work Legal Clinic until 31 March 2024. This role would be 0.4 - 0.6 FTE / 15 - 22.5 hours per week, depending on selected candidate's preference.

The Project Coordinator will coordinate and implement outreach, training, and marketing activities for the project and maintain records for reporting.

The Project Coordinator will report to the Executive Director and will work collaboratively as part of an interdisciplinary team including the Respect at Work Staff Lawyer who provides pro bono legal services to individuals who have faced workplace sexual harassment, as well as training on the issue.

### **DUTIES AND RESPONSIBILITIES**

- Conduct outreach to promote the Clinic and build relationships with non-profits, community partners and other stakeholders;
- Schedule outreach meetings and training workshops;
- Participate in outreach meetings and workshops as necessary with the Staff Lawyer;
- Prepare and handle correspondence for outreach and training activities;
- Maintain data on outreach and training activities for reporting;
- Assist in creating and implementing a social media strategy, draft social media posts and other digital content;
- Design digital promotional and outreach materials, and manage distribution of digital and physical promotional materials (including coordination with external designers, interpretation services, printing companies);
- Assist in updating website content and developing website pages as needed;
- Assist with maintaining and updating referral services lists and support lawyers in identifying relevant referral services for clients;
- Arrange interpreters for client meetings as required;
- Maintain the appointments (for clients and workshops) and team schedule in the Respect at Work calendars.

## **QUALIFICATIONS**

MWC staff come from a variety of backgrounds and we are eager to find people that bring lived experience in addition to formal qualifications to the role. We expect candidates to be successful in this role if they are able to bring:

- 1-2 years of experience coordinating projects;
- Well-developed administrative, organizational, and problem-solving skills to effectively multi-task;
- Excellent communication and interpersonal skills;
- Excellent relationship building and stakeholder management skills
- Strong computer literacy, including strong working knowledge of Microsoft Word, Outlook, PowerPoint and Excel;
- Experience in developing social media content or other promotional content creation;
- Knowledge and skills necessary for working from a trauma-informed perspective;
- Contextual knowledge of the issue of gender-based violence, including workplace sexual harassment;
- Familiarity with Lower Mainland non-profit organizations and services;
- Satisfactory criminal Record Check under the Criminal Records Review Program;
- Fluency in additional languages, such as Spanish, French, and/or Tagalog, is an asset.

## **COMPENSATION**

The salary range is between \$55,873 to \$64,273 (pro-rated), based on MWC's salary structure. MWC offers generous vacation leave and is able to offer extended benefits package, which includes dental and extended health benefits to staff working 22.5 hours and above per week.

## **START DATE**

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

## **APPLICATION PROCESS**

Closing date is Sunday, January 15, 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 gender-based violence, 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. 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. Due to the ongoing COVID-19 pandemic, most staff members are working remotely. We anticipate that the 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.