



**VICTORIA IMMIGRANT AND REFUGEE CENTER SOCIETY
JOB DESCRIPTION**

As members of a community-based organization, all staff of the agency must demonstrate a commitment to the principles of ultimate accountability to the community, as represented by the Board of Directors, and to cooperation and team work; and to work actively toward the promotion of harmonious relations among staff.

VIRCS's Multicultural Environmental Education Program for Newcomers (MEEP) will create dialogue within Victoria's multicultural community about our natural environment. Additionally, through partnerships with local environmental groups and the creation of multicultural climate change communication materials, we will increase environmental awareness and inspire action that will result in increased community participation and an overall reduction in our ecological impact.

The project will consist of bringing together ethnic communities and environmental groups under the leadership of VIRCS and a multicultural steering committee to set up a collaborative climate where each can learn from each other through workshops, events and field trips resulting in measurable action to reduce our environmental impact.

Job title: Multicultural Environmental Education Program Outreach Worker
Reports to: Multicultural Environmental Education Program Coordinator
Status: Full time (37.5 hours/week)
Duration: August 2008 – March 2010
Wages: \$15 (plus benefits)

Primary Accountability:

To assist the creation, delivery and evaluation of a Multicultural Environmental Education Program

Responsibilities:

- Assist in the coordination of workshops and outings for VIRCS clients and the wider multicultural community in partnership with local ENGOS;
- Assist in the development of multilingual communications materials;
- Assist in the development of strategies for promoting environmental awareness and stewardship with VIRCS's clients, staff and the wider multicultural community;
- Promote program and community events;
- Be an active member of the office Green Team;
- Help to facilitate a healthy and sustainable work environment;
- Participate with program evaluation and tracking program deliverables;
- Prepare personal work plans;
- Participate in staff meetings/committees;
- Other tasks as required.

Required qualifications:

- Bachelor's degree in Science, Education, Conservation or related field or equivalent in social sciences field, or 2-3 years relevant work experience;
- Effective written and spoken English;
- Excellent organizational and leadership skills;
- Effective computer skills (Word, Excel, Powerpoint, internet, e-mail);
- Strong cross-cultural communication skills;
- Commitment to the multicultural community;
- Passion for environmental issues or keen interest to learn more and the willingness to lead by example;
- Understanding of, respect for, and sensitivity to issues of culture, religion, gender, ethnicity, and sexual orientation;
- Ability to work effectively, both independently and in a team, and with other professionals in the community;
- Understanding of the culture of non-profit organizations;
- Second language an asset.

Please email resume and cover letter to gagan@vircs.bc.ca.

Deadline: Monday, August 18th, 2008, 9am