



YMCA

We build strong kids,  
strong families, strong communities.

**Project Coordinator, Financial Literacy for Newcomers  
YMCA of Greater Vancouver  
YMCA Community Services  
Vancouver, BC**

**Position**                      **Full Time, Contract Position**  
**Salary Range:**              **\$42,000 - \$47,000**  
**Placement:**                 **March 2010**

**Situation**

The YMCA of Greater Vancouver has partnered with CIBC to deliver financial literacy seminars to immigrants in the Lower Mainland, especially newcomers. The seminars and workshops were piloted in 2009 and are scheduled to take place during 2010. Further needs assessment and evaluation will be needed to optimize the impact of the seminars. Community outreach to newcomers will be done through marketing, especially with ethnic media, and through relationship building with immigrant serving agencies.

**Nature and Scope of Position**

This is a full-time contract position based out of the YMCA Community Services office with off-site duties. The Project Coordinator (PC) works with a Steering Committee and technical staff to plan and implement this project. She/he reports to the Division Manager. The PC will be capable of working independently and in a team context, and be able to work flexible hours (some evenings and weekends). The PC will bring competence as well as motivation and enthusiasm to this project.

**Responsibilities include, but are not limited to:**

- Coordinating the overall project, in consultation with the Division Manager
- Community outreach to immigrant service organizations, ethnocultural groups
- Marketing, especially through ethnic media
- Conducting a needs assessment of limited scope
- Ongoing evaluation of all aspects of the project, including the seminars
- Facilitation and training
- Assistance with curriculum development
- To complete required administrative work
- To generate verbal and written reports

**Qualifications**

**The person in this position must have:**

- A minimum of 3 years of community based work in a diverse, urban context

- Superb organization, planning, communications and marketing skills
- Significant intercultural and/or immigrant service experience
- Excellent facilitation and group dynamics skills
- Previous experience with needs assessment and evaluation
- A post-secondary degree in a relevant discipline
- Good computer skills, Windows XP, MS Office
- A valid BC driver's license

**Desirable skills or qualities:**

- Experience with banking
- Previous experience working with translators and interpreters

Please send a resume and cover letter (cover letter should clearly and succinctly explain why you are qualified), no later than 4:30 pm, February 12, 2010.

**Email submissions are preferred.**

**Please send the letter and resume in the same attached file to:**

**[csidpc@vanymca.org](mailto:csidpc@vanymca.org)**

**YMCA Community Services  
FF Hiring Team  
201-1166 Alberni Street  
Vancouver, BC V6E 3Z3**