

Position Title: Local Immigration Partnership (LIP) Coordinator

Department: Economic Development, Tourism & Culture

Reports To: Director of Economic Development, Tourism & Culture

Purpose

Reporting to the Director, with guidance from the Economic Development Officer – People, the primary role of the LIP Coordinator is to deliver the Grey Bruce Local Immigration Partnership according to the Immigration, Refugees and Citizenship Canada (IRCC) contribution agreement, which includes implementation of the 2021 Settlement strategy and targeted action plan with a focus on inclusion and workforce attraction, integration and retention. This role will also coordinate and support the GBLIP staff team and new initiatives identified by Partner Council members and sub-committees that foster welcoming and inclusive communities.

This project is a joint venture between Grey and Bruce Counties and is anticipated to last three to four years with strategic direction and support provided by both Counties and its Partner Council members.

Responsibilities

Reporting to the Director, with guidance from the Economic Development Officer - People, the LIP Coordinator has the following duties and responsibilities:

- Coordinate GBLIP staff and chair a regional Partnership Council with representation from project partners and regional municipalities; act as the liaison between the Partnership Council and other committees/organizations/events.
- Coordinate, promote and deliver events and workshops; organize meetings and community tours.
- Implement the 2021 Settlement Strategy and targeted action plan; monitor and evaluate outcomes.
- Undertake research and collate data to prepare toolkits and resources for stakeholders.

- Develop and maintain partnerships with economic development officers and municipalities, employers, organizations, educational institutions and other levels of government to work cooperatively to build local capacity, improve employment and relocation opportunities and facilitate open communication and coordination among partners.
- Attend trade shows, seminars/events and workshops as the project's representative; develop and deliver presentations on attraction and retention initiatives to internal/external stakeholders.
- Develop and implement marketing communications to increase regional profile and build support among stakeholders to promote the region for newcomer attraction & retention.
- Manage the IRCC contribution agreement budgets and carryout reporting requirements.
- Actively participate in the national LIP community to engage with colleagues across Canada to share in best practice and development opportunities.
- Maintain the professional public image of the County to other levels of government, outside organizations and the public.
- Assist the County in securing funding to leverage resources and advance strategic direction.
- Perform other related duties assigned.

Working Conditions

Usual hours of work are 35 hours per week, 8:30am to 4:30pm. A flexible schedule is required as some evening and weekend work may be necessary.

A vehicle is required for travel throughout Grey and Bruce Counties, region and southwestern Ontario; reimbursement provided according policy.

Contacts

Internal Working Relationships

Discusses plans, priorities and receives direction from the economic development staff in Grey and Bruce Counties. Works with staff of other County Departments.

External Working Relationships

Involves regular interaction with the public, community organizations, municipalities and their economic development officers, regional employers, economic development organizations and government agencies and other external contacts with whom the County does its business.

Knowledge and Skill

- Post-secondary two-year degree in the humanities, social sciences, community services or related discipline with one to two years of experience in newcomer or settlement services an asset.
- Strong oral and written communication skills and demonstrated project management skills with the ability to prioritize tasks; experience fostering collaboration and consensus among diverse stakeholders
- Experience facilitating groups, processes, community engagement, strategy development and marketing plans.
- Knowledge of administrative and reporting requirements; demonstrated ability to manage initiatives on time and on budget.
- Knowledge of newcomer attraction and retention, workforce development and economic development as well as Grey and Bruce Counties socio-economic characteristics & community resources.
- Strong interpersonal skills combined with demonstrated relationship building, political sensitivity, time management, analytical, research, problem solving and public speaking skills.

Impact of Error

Failure to communicate effectively with partners may result in a less cohesive and effective approach to attraction and retention efforts.

The performance of staff is key to ensuring support of the economic development process and maximizing benefits. Failure to engage municipal and key stakeholders in project definition and delivery and in obtaining deliverables to support attraction and retention activity, will waste resources and result in negative economic impacts.

Failure to comply with the contribution agreement could result in loss of funding, and future funding opportunities.