

## Is Francophone Integration Important to you? Join our Team!

We are looking for a **Direct Services Agent: Establishment and Employment Services** to join our team! You will be responsible for the provision of direct services for permanent residents funded by IRCC under its Settlement Program Logic Model.

### **About the Coopérative d'intégration francophone de l'Î.-P.-É. / PEI Francophone Integration Cooperative (CIF):**

We are a non-profit settlement service organization that assists in the recruitment, reception, and settlement of francophone newcomers.

#### **\* IMPORTANT PREREQUISITES \*:**

**A legal status to work in Canada and a presence in the territory**  
**A valid PEI driver's license and a reliable means of transportation**

**Start of Employment:** As soon as possible.

**Salary and Benefits:** 37.5 hours per week at an hourly rate starting at \$23/hour depending on the candidate's profile. We offer: a group insurance plan, vacation based on years of service, access to continuing education and development, contributions to RRSPs, etc.

**Work Locations:** Wellington and Charlottetown; telecommuting may be possible; trips to Summerside. **Occasional evening and weekend work required.**

### **Summary of Position and Responsibilities:**

- Participate in the implementation of annual and multi-annual budget.
- Manage client cases or client service cases according to CIF policies and procedures.
- Collaborate with the RIF (réseau d'immigration francophone / francophone immigration network) and partners for communications about services and activities.
- Enter client interaction information into client management portals.
- Support the development of reports for funders and partners.
- Participate in the Client Services Team meetings.
- Represent the CIF on local, regional, and national committees as directed by Management and the Client Services Team Leader.
- Participate and learn about settlement services and activities in the province.

### **Qualifications:**

#### **Technical Skills:**

- **Excellent knowledge of French and English, both spoken and written: the working languages are French and English – Bilingual** (support and resources may be provided to acquire and improve level of both official languages).
- Good planning and time and information management skills.
- Good computer skills: Google products (Gmail, Drive, Docs, Sheets, Slides...) and Microsoft Office (Word, Excel, PowerPoint).

#### **Experience and Education:**

- A minimum of 2 to 3 years of experience in a similar position with a minimum of one year of experience in planning and time and information management.
- Experience working collaboratively with stakeholders and clients from diverse backgrounds.
- Good knowledge and experience in a service environment for populations in minority and vulnerable situations.
- A university degree or college diploma in a relevant field (for example in education, social or community services, or in human or health sciences).
- Professional or volunteer experience demonstrating interpersonal communication skills (able to communicate with ease to engage sponsors, volunteers, and community organizations).
- A minimum of two years of computer experience (see technical skills listed above).
- Experience in immigration or in support of newcomers is an important asset.
- Basic knowledge of the administrative functioning of a non-profit organization.



## Is Francophone Integration Important to you? Join our Team!

### Attitudes and Values:

- Share the same values and mission as the CIF.
- Able to establish relationships of trust using diplomacy and know how to maintain a high level of confidentiality.
- Demonstrate sound judgment, high integrity and able to establish lasting relationships with potential sponsors, volunteers, partners, and collaborators as well as with the public.
- Have a sense of initiative, know how to set priorities and be able to work under tight deadlines.
- Be able to work in a dynamic environment subject to change.

### To Submit your Application:

The deadline to submit your application is **May 13, 2022**. If you are interested in this position, please send a cover letter and your curriculum vitae to [nicoleb@cifi.ca](mailto:nicoleb@cifi.ca)