

JOB POSTING

Position Title:	Equity Project Lead
Location:	Halifax, NS
Type:	Full-time
Reports to:	Program Manager
Salary	Starting salary of \$67,000 annually, plus a comprehensive benefits package
Start date:	As soon as possible
Working conditions:	ARAISA staff work in a hybrid environment which includes a minimum of 2 days per week in the ARAISA office. Travel within the Atlantic Region is occasionally required.

THE OPPORTUNITY

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is looking for a Project Lead to join its growing team.

Reporting to the Program Manager, the Equity Project Lead is responsible for the successful implementation of ARAISA's "Empowering Equity-Deserving Organizations for an Inclusive Settlement Sector" project, a three-year initiative funded by Immigration, Refugees and Citizenship Canada to provide funding and targeted support to organizations representative of racialized communities, migrant women, and 2SLGBTQI+ populations to increase their participation in the settlement sector. The Project Lead role involves comprehensive mapping of grassroots organizations in Atlantic Canada, evaluating organizational assets and needs, building relationships, and supporting capacity-building efforts to equip organizations that serve and are led by equity-deserving populations to support the settlement and integration of diverse newcomers.

ABOUT THE ORGANIZATION

ARAISA is a non-profit umbrella association which serves as a collective voice and forum for its more than 40 member organizations who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums. ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

WHY ARAISA

- **Collaborative Culture:** ARAISA is not just an organization; it's a community of passionate individuals committed to transforming lives. Join a collaborative and supportive work environment where your ideas are valued, and teamwork thrives.
- **Inclusive Work Environment:** ARAISA is committed to equity, diversity and inclusion. Your unique background and perspectives are not only welcome but celebrated. Join a workplace that recognizes and values the richness of diverse experiences.

- **Professional Development:** ARAISA believes in nurturing talent. As a team member, you'll have access to professional development opportunities, ensuring your skills stay sharp and you continue to grow in your career.
- **Impactful Initiatives:** ARAISA is at the forefront of initiatives that make a real difference in the immigrant settlement sector. Be part of projects that contribute to positive changes.
- **Comprehensive Benefits:** Enjoy a competitive benefits package and health plan that prioritizes your well-being.
- **Financial Security:** Benefit from employer-matched RRSP contributions (up to 5% of salary) after one year, ensuring a secure financial future.
- **Time for You:** Take advantage of 3 weeks of vacation, plus an additional 16 days of paid holidays/time off annually.
- **Wellness Support:** Experience a flexible and accommodating work environment that promotes wellness and fosters a healthy work-life balance

MAJOR RESPONSIBILITIES

- Establish a project advisory and a proposal selection committee, provide ongoing support to both committees and follow up on action items
- Conduct a comprehensive scan of and organize provincial consultations with grassroots organizations that serve and are led by equity-deserving populations in the Atlantic provinces
- Coordinate the development and validation of tools to assess organizational and service delivery assets and needs, and assist organizations in applying these tools to identify strengths and address capacity gaps
- Lead the development of a call for proposals for eligible grassroots organizations, including Francophone grassroots organizations in the region, to apply for funding that supports organizational capacity building
- Ensure the distribution of funding to recipient organizations to support capacity-building activities
- Maintain ongoing communication with recipient grassroots organizations to ensure alignment with project objectives and reporting requirements
- Organize and support tailored in-person and online organizational capacity-building activities related to governance, strategic planning, financial management, human resources, and strengthening networks of recipient grassroots organizations
- Organize and support tailored in-person and online service capacity-building activities to enhance program design and delivery capacity of equity-serving grassroots organizations to offer settlement services to newcomers
- Contribute to the development and maintenance of ARAISA's online learning hub for grassroots organizations
- Work closely with the Equity Project Coordinator at the New Brunswick Multicultural Council (NBMC) and the Equity Project Assistant at ARAISA to organize in-person and online meetings, webinars, and events
- Contribute to the establishment of, and actively participate in working group meetings with other Equity Stream Initial Recipients nationally

- Work with a third-party evaluator and coordinate the collection of data and information required to develop, implement, track, and report on the project, with a continuous improvement approach
- Administer the budget allocated to the Project with oversight of the Program Manager and in collaboration with the Manager, Financial Operations
- Contribute to a positive team environment where inclusion, trust, learning, and well-being are valued

The Project Lead is also responsible for:

- Providing support to ARAISA's programs and operations as required
- Representing ARAISA at events or external meetings, when requested
- Other duties or projects as assigned.

EXPERIENCE/QUALIFICATIONS

- Post-secondary degree(s) in a relevant field(s)
- Minimum of three years experience in project management, including work planning, priority setting, service procurement, working within set budgets, drafting reports, monitoring, and evaluation
- Strong understanding of equity-deserving populations and grassroots organizations
- Familiarity and/or experience with the immigrant-serving sector, specific organizational and service delivery capacity requirements, and the funding environment
- Strong relationship-building and networking skills
- Effective information-gathering skills, with proven experience conducting environmental scans and interest-holder mapping
- Clear, engaging communication skills, with proven experience in facilitation, effective consultation, and collaboration
- Strong understanding of intercultural learning, equity, diversity, and inclusion (EDI), and anti-racism
- Ability to maintain an up-to-date understanding of the settlement and integration sector in the Atlantic Canadian context
- Excellent written and verbal communication skills in English; Ability to communicate in **French** is an asset
- Strong organizational, problem-solving, and analytical skills
- Demonstrated ability to work both independently and cooperatively while taking initiative and accepting responsibility
- Advanced computer proficiency, including MS Office Suite, SharePoint, and Zoom
- Experience in the non-profit or settlement sector in Atlantic Canada is an asset
- Must be legally able to work in Canada

APPLICATION INSTRUCTIONS

Please apply online through the Indeed application process by submitting your cover letter and resume in English, merged into one (1) document. Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We appreciate the time and effort of all applicants in expressing their interest in the position. Please note that only those selected for an interview will be contacted.

DEADLINE TO APPLY

April 28, 2025, at noon ADT

ARISA is committed to the principles of equity, diversity, and inclusion. We recognize that our strength lies in our diversity. We encourage applications from all qualified individuals who represent the full diversity of communities in Canada, including the intersectionality of gender identity and expression, race, ethnicity, religious belief, national origin, age, sexual orientation, education, ability, language, and socio-economic status.