SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Qúi Vị □□□□ □□ Bienvenidos 환영합니다

Coordinator of Community Programs

South Vancouver Neighbourhood House

(Internal Posting)

South Vancouver Neighbourhood House (SVNH) is currently seeking an experienced Coordinator of Community Programs to join the team and provide support to community programs at SVNH.

Accountability:

Reporting to the Director of Community Programs, the Coordinator of Community Programs coordinates all major funding and program contracts for settlement, family support, youth and community programs at SVNH. This includes managing federal, provincial, and municipal contracts, as well as corporate, foundation, and partnership agreements. This position is responsible for program development and evaluation, community partnership development, grant writing, statistics gathering, report writing, and special events coordination.

Qualifications:

- Bachelor's degree in a relevant discipline combined with a minimum of three (3) years' experience in contracts administration, and direct experience working in a community with adults, youth, and families, OR equivalent combination of post-secondary education in a related discipline and a minimum of three (3) years of experience
- Experience in coordinating and managing multiple programs and funding contracts, monitoring and managing budgets a must
- Experience administering federal government grants (IRCC) and provincial grants (BC SIS) essential.
- Proven grant and report writing skills
- Excellent written and verbal communication skills in English, a second language an asset
- Knowledge of youth, adult, family support and seniors services
- Knowledge of childcare services and licensing requirements an asset
- Knowledge of marketing, program promotion, and fundraising strategies
- Excellent organizational skills, program planning and delivery skills, ability to multi-task and meet deadlines
- Experience in community development and network-building
- Proven expertise in a multicultural setting; experience working with diverse and vulnerable populations
- Critical thinking, problem solving, and conflict resolution skills
- Computer skills: Microsoft Word, Excel, Internet
- Familiarity with the South Vancouver community and resources

This is a regular full-time position; salary commensurate with experience.

For more information about South Vancouver Neighbourhood House, please visit www.southvan.org.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to apply by noon Thursday June 8th, 2017, in confidence, to:

Zahra Esmail, Executive Director, SVNH
6470 Victoria Drive, Vancouver, BC V5P 3X7
Email: zahra@southvan.org

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.
We thank and acknowledge all applicants and will proactively contact those selected for interviews.