



JOB POSTING

METRO VANCOUVER NEIGHBOURHOOD SMALL GRANTS REGIONAL NETWORK ORGANIZER

Overview: The Regional Network Organizer (the Organizer) is responsible for implementing the Neighbourhood Small Grants (NSG) Regional Network Development plan, for managing and coordinating activities related to delivering the project across metro Vancouver and for continuing the development of the Metro Vancouver NSG Regional Network. This is a new position in 2018/19 and requires an individual with vision and commitment who can guide and support the work of this emerging program. As a skilled manager, the Organizer will help the regional Network Council achieve its goals by managing the assets of the program (financial and otherwise), by liaising between key groups and by mobilizing network members to ensure the work of the regional network moves forward. The Organizer manages all communications, ensuring communication flows across the network and provides support and learning opportunities for project implementers. This position is accountable to the Regional Network Lead agency and Regional Network Council and reports to the CEO or designated manager of ANHBC.

Financial Management: Manage and disperse NSG grant funds in a timely manner and oversee all aspects of the grant management and reporting between the individual recipients and the Vancouver Foundation. Monitor and review budget for the network, report to the Vancouver Foundation.

Regional Network Council Support and Development: Facilitate the Council's development. Convene meetings, work with co-chair to develop agendas, ensure Council is kept up-to-date. Address concerns and issues of partner organizations

Communications: Create and implement a communications strategy and promote NSG

Support Partners in Program Delivery: Conduct check-ins and provide support. Organize trainings and distribute resource materials. Coordinate skill building opportunities, contribute to the annual NSG gathering. Create a schedule of NSG celebrations and attend as the lead agency representative

Regional Network Community Development: Sustain relationships with Vancouver Foundation, the Regional Network Lead and the NSG partners. Sustain current "community of practice" methods. Encourage collaborative activities, identify and implement learning opportunities. Conduct an annual strategic planning process and implement the goals. Engage in continuous quality improvement. Respond to requests by Vancouver Foundation to integrate new NSG partners.

Network evaluation and continuity: Carry out a regional learning and evaluation process annually. Train and mentor a new Network Lead.

Qualifications

- Three years or more of related experience in program or project management
- Undergraduate degree in a related discipline or equivalent in education and experience
- Understanding of asset based community development
- Demonstrated ability to develop and implement strategic plans, develop detailed activity plans, manage budgets, track outputs and evaluate outcomes and deliver on time and on budget

- Direct experience in community-based networks or collaborations, including strong skills recruiting, convening and facilitating network groups and synthesizing ideas, interests and opportunities
- Excellent written and verbal communication skills, demonstrated ability to write coherent reports
- Direct experience managing grants and with the NSG program an asset

Working Conditions: The Organizer will be headquartered in the ANHBC Central Office and will travel throughout the Lower Mainland; must have access to a personal vehicle or be otherwise able to reasonably accommodate travel needs of the position. The position requires a flexible work schedule including some evening and weekend hours.

This is a part-time (28 hours per week) term position with maximum of 5 years'. Starting salary is commensurate with experience and within the parameters of the ANHBC salary grid of Band 11, Base Step (\$33.32/hour) to Step 3 (\$39.41/hour). Successful candidate will be eligible for ANHBC employee benefits plan.

For more information about the Association of Neighbourhood Houses of BC, please visit www.anhbc.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. All qualified individuals are encouraged to apply by noon Wednesday October 24, 2018, in confidence, to:

Ms. Lily Chen, CPHR, Human Resources Director, ANHBC
#203 – 3102 Main Street, Vancouver, BC V5T 3G7
Email: lchen@anhbc.org

We thank and acknowledge all applicants but will contact only those selected for interview.