



Mount Pleasant Neighbourhood House

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Internal / External Posting

Community Connections & Literacy Outreach Coordinator

Mount Pleasant Neighbourhood Houses

Posted: Dec. 5, 2018 Closes: Dec. 21, 2018

Summary

Working within a community development framework, the Community Connection & Literacy Outreach Coordinator:

- Provides management, oversight and coordination of community-based programs and activities, including stewarding emerging community development opportunities, and volunteer-lead projects.
- Supports community engagement and leadership programs to diverse populations including newcomers and Indigenous people.
- Coordinates literacy programs (including civic literacy) and related activities.
- Oversees recruiting, hiring, orienting, coaching, supervising, and other HR processes for staff and volunteers of the program in consultation with the Executive Director.
- Facilitates community gatherings and training in a manner conducive to capacity-building and leadership development.
- Initiates and manages a variety of activities, projects and community events.
- Builds and maintains community links and partnerships; takes a collaborative approach to external and internal relationships.
- Leads and supports community and volunteer development opportunities; and, contributes to the overall learning and best practices that result from project activities.
- Takes responsibility for activities related to outreach and leadership training; mentorships and participant-volunteer placement; supporting newcomers to lead and implement community-based projects and activities; organizing activities that foster cultural awareness and social inclusion.
- Works collaboratively with the Executive Director to responding to emerging needs / developing new programs.

Qualifications

- Minimum 5 years demonstrated experience in community development and outreach from an asset based perspective.
- University degree or equivalent combination of experience and education in a relevant field (such as community development, social work, urban planning/development).
- Ability to work collaboratively with culturally diverse community residents, volunteers, co-workers and community service partners.

- Proven experience in project coordination and program development; and ability to plan, mobilize, and evaluate various initiatives.
- Proven ability to develop programs and successfully secure funding and other resources to implement programs.
- Knowledge of adult education and strong group facilitation / training skills.
- Strong interpersonal, organizational, leadership and communication skills.
- Excellent oral and written English language skills.
- Oral and written proficiency in a second language reflective of the Mount Pleasant community (such as Spanish, Vietnamese, Cantonese, Mandarin or Tagalog)
- Demonstrated ability to keep effective records and statistics and ability to write reports.
- Proficiency with Word and Excel, Internet and email.
- Knowledge of Mount Pleasant community and relevant community resources an asset.

Terms: Regular Full-time 35 hours/week-flexible schedule is required due to some weekend and evening work required.

Salary: \$26.34 to 31.14 / hour depending on experience (Band 9 of ANHBC's salary grid) plus benefits package upon eligibility.

Please submit cover letter, resume and 2 references to HR@mpnh.org with *Community Connections* in the subject line. No phone calls please.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which 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.

For more information about Mount Pleasant Neighbourhood House visit www.mpnh.org and ANHBC visit www.anhbc.org

We thank and acknowledge all applicants and will only be contacting those selected for interviews.

ANHBC Member Houses:

Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH, Marpole NH (opening in 2019) and Sasamat Outdoor Centre