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# Mount Pleasant Neighbourhood House

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## Internal/External Posting

### Director of Community Services and Development (Full-time)

**Opening:** November 27, 2023

**Closing:** December 18, 2023

Mount Pleasant Neighbourhood House (MPNH) is seeking a Director of Community Services and Development to join the MPNH team. The Director of Community Services and Development is responsible for leading the work of the Community Services Team and working with the MPNH Leadership Team in developing a robust community development strategy, with a particular focus on strengthening relationships with community partners. The work will be guided by and centred on MPNH's continued commitment to learning and innovation as the foundation for growth.

The Director of Community Services and Development serves as a member of MPNH's Leadership Team and reports to the Executive Director. As such, the Director of Community Services and Development is expected to take on broader management responsibilities for the House as a whole, including program development, policy development, human resource development, resource development, strategic planning and working with the MPNH community board.

### Key Responsibilities:

#### Community Development

- The Director of Community Services and Development will work with community and staff to identify and address emerging community needs.
- Facilitate the work of community groups, Board-led committees and acts as a resource to the organization through the prioritization of community relationships.
- Support community advocacy efforts and participates in community-wide and city-wide processes that will support local community development and advocacy.
- Participate on the management team to contribute to the overall management of the House including: policy development, human resource development, resource development and strategic planning; and, other related duties as assigned by the Executive Director.

#### Program Development

- Work in conjunction with MPNH programs with resource development and implementation of programs and services to meet the needs of the MPNH community.
- Ensure programs and services are implemented within the House's mission, values, policies, and procedures.

### **Community Services**

- The Director of Community Services and Development assists in the development of progressive human resource practices in collaboration with the senior management team. This position is responsible for overall human resource management for reporting staff in the following program areas:
  - Engagement and communications
  - Family programs
  - Literacy programs
  - Programs for older adults.
- This role will include the direct support and supervision of 5 individuals including: recruiting, hiring, orienting, supervising, evaluating, terminating, and providing professional development opportunities.

### **Financial Management**

- Responsible for the community services area of budget development
- Prepares the annual budgets in conjunction with the Leadership Team
- Identifies, recommends and executes approved opportunities to build and grow new revenue streams

### **Qualifications**

- Post-secondary education, preference for a degree in Human Services and or related field
- 5 years related experience
- Possesses strong leadership and capacity building skills
- Proven success in engaging community, providing leadership to community development
- Experience with program development and implementation
- Financial management and systems experience
- Experience with the development and implementation of communications strategies
- Proficiency in Microsoft Office software, such as Microsoft Word, Excel, and Outlook
- Understanding of the Neighbourhood House Model of Service Delivery

**Compensation:** \$34.27/hour to \$36.07/hour based on experience and qualifications (plus medical benefits and pension plan)

**To Apply:** All qualified individuals are encouraged to apply, with subject line “Director of Community Services and Development by 11:59pm on Monday, December 18, 2023. Please send your cover letter and resume addressed to Devika Ramkhelawan, Executive Director, at [dramkhelawan@mpnh.org](mailto:dramkhelawan@mpnh.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. Only short-listed candidates will be contacted for an interview. No phone calls please.