



Mount Pleasant Neighbourhood House

800 East Broadway • Vancouver BC, Canada • V5T 1Y1

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Internal/External Posting

Community Engagement and Communications Coordinator (35 hours per week)

Opening: May 15, 2024 Closing: June 3, 2024

Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓ ətaʔ/Selilwitulh (TseilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and community members as we work collectively towards community building.

As part of the Community Services team, the Community Engagement and Communications Coordinator is responsible for coordinating key aspects of MPNH's community-driven initiatives, house-wide events, fundraising efforts, communications and marketing activities, and special projects.

Duties and Responsibilities

Community Engagement:

- Connects with community members, participants, volunteers and other staff to plan, coordinate, promote and evaluate house-wide events, projects other opportunities that align with MPNH's vision and mission
- Liases with community members who want organizational support for their ideas and determines organizational alignment and organizational capacity.
- Coordinates programming that exists outside the boundaries of MPNH's program areas with particular focus on intergenerational programming
- Supports the building and maintaining of community links and partnerships under the guidance of the Executive Director
- Participates in the Community Engagement Working Group and Communications Working Group to plan, coordinate, and facilitate outreach and engagement opportunities with partners and other Neighbourhood Houses
- Supports and reports back on ANHBC activities and initiatives on behalf of MPNH

Communications and Administration

- Maintains the website, social media and develops the monthly newsletter, sharing events and programs with the wider community
- Reviews event and program posters and house materials to ensure visual and linguistic accessibility and consistency
- Coordinates the Community Calendar Working Group to plan and coordinate house-wide communications activities and tasks

- Supports the Executive Director with other resource building activities as required, such as grant support, fundraising, and tabling events
- Collects all necessary information required to coordinate the writing of the annual report
- Liaises with admin staff for tasks related to subscriptions, producing ID cards and business cards and other materials
- Prepares for and participates in staff, network and board meetings as required

Qualifications

- Minimum 3 years demonstrated experience working in community engagement and communications 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 effectively with staff, volunteers, community members, and community organizations in a multicultural setting
- 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
- Experience working in multicultural context inclusive of newcomers and Indigenous populations
- Oral and written proficiency in a second language reflective of the Mount Pleasant community (such as Spanish, Vietnamese, Cantonese, Mandarin or Tagalog) an asset
- Demonstrated ability to keep effective records and statistics and ability to write reports
- Proficiency with SharePoint, WordPress, Canva, MailChimp and Zoom
- Knowledge of the Neighbourhood House model of service delivery

Terms

- Regular full-time 35 hours/week, medical benefits and pension plan.
- Compensation: \$26.68/hour to \$30.60/hour based on experience and qualifications
- This position works in person at Mount Pleasant Neighbourhood House
- This position works some evenings and weekends

Please submit cover letter and resume to Devika Ramkhelawan at dramkhelawan@mpnh.org with *Community Engagement and Communications Coordinator* 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.