



## **Job Posting - Program and Communications Coordinator**

Kiwassa Neighbourhood House, a multi-service community agency working in East Vancouver, seeks a Coordinator for an exciting opportunity to lead the design, planning, and coordination of children's programs and communications, helping to drive positive outcomes for our community's school-age children. This is a full-time, permanent position reporting to the Director of Programs and Operations.

### **Responsibilities:**

- Build/enhance a curriculum that nurtures the growth and development of children in our community
- Provide day-to-day oversight to a team of afterschool program leaders
- Connect and engage children, families, volunteers, and stakeholders to strengthen outcomes for children and families in our community
- Identify strategic marketing opportunities and craft compelling content for our website, email programs, and social channels
- Write grant applications and donor reports
- Build/maintain partnerships with key stakeholders; research new opportunities
- Manage the program budget
- Conduct monitoring and evaluation activities

### **Experience and skills:**

- You are an awesome writer with at least 2 years of related professional experience. Design skills are an asset, but not a requirement.
- You pay attention to the details and have the ability to multitask
- You care about children and are invested in building innovative opportunities to help them thrive.
- You have a passion for creating socially just, inclusive, and resilient communities
- You are familiar with program level monitoring and evaluation activities
- You have a team ethos and enjoy working cross-functionally with other programs
- You have a sense of humour

### **Education:**

- Preferred post-secondary education/certificate in related field (e.g., education, social sciences/child & youth care, marketing & communications)

### **Start date:**

As soon as possible. Applications are reviewed on a rolling basis. Please submit a CV and cover letter to Hanieh Khataee, Director of Programs and Operations via email: [haniehk@kiwassa.ca](mailto:haniehk@kiwassa.ca)