



**Job Title: Coordinator, Community & Volunteer Engagement**

Summary: Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a Coordinator of Community and Volunteer Engagement to design and facilitate strategies and activities that engage staff, volunteers, and community members in our vision to create a community where all people feel valued, connected, and secure.

A bit about you: You see the best in people, and love being able to create opportunities that help people grow skills, wisdom, relationships, and resources that enable communities to thrive. You've shown a commitment to inclusion and capacity-building in development of people and systems. You're an organizer, and whether it's an event, workshop, or a grassroots project, you enjoy helping people get from plan to destination. Whether you're happiest behind-the-scenes or out front, you communicate well and create space for everyone to shine. You juggle, when needed. You stay cool, mostly. You follow-through. You don't care that some of your friends think you're a little different just because you think this stuff is fun!

Key Responsibilities:

- Design and implement strategies and activities to engage staff, volunteers, and participants in growing welcoming and inclusive communities in the Hastings-Sunrise and Grandview-Woodland neighbourhoods of East Vancouver;
- Develop and maintain systems to recruit, screen, train, organize, and celebrate volunteers;
- Collaborate and engage with Directors and Coordinators across program teams;
- Expand opportunities for newcomer immigrants and refugees of all ages to connect, share their talents, and find a sense of belonging in our communities;
- Create space and support for experience and knowledge of Indigenous people and partner organizations to be valued within our community engagement practice;
- Plan, organize and implement inclusive community gatherings, projects, and special events;
- Facilitate Neighbourhood Small Grant programs;
- Build relationships between volunteers, staff, and community partners;
- Nurture community capacity-building and leadership development opportunities;
- Update volunteer program materials, resources, policies, and procedures;
- Support evaluation and shared learning activities;
- Manage volunteer information and data, administrative files, and communication;
- Manage program budgets, write reports;
- Pursue funding opportunities to enhance community and volunteer engagement programs.

### Qualifications:

- Alignment with Kiwassa mission, vision, and values;
- Min. 2 years relevant experience in community development, community organizing, volunteer engagement, social planning, and/or public engagement and facilitation role;
- Relevant university degree or equivalent combined education and experience;
- Work or life experience navigating settlement of newcomer immigrants and refugees;
- Strong writing skills;
- Excellent planning, facilitation, leadership-development, and problem-solving abilities;
- Demonstrated experience recruiting, orienting, and managing volunteers;
- Strong understanding of individual and community barriers to social inclusion;
- Demonstrate anti-oppressive principles and practice in community development experience;
- Credibility working with racialized immigrants, refugees and Indigenous people;
- Fluency in additional language(s) an asset;
- Excellent verbal and written communication skills;
- Proficient in Microsoft Office, especially Excel;
- Strong database management skills;
- Demonstrated experience using a range of in-person and social media tools and tactics to advance community engagement goals.
- Commitment to ongoing learning and professional development.

### Remuneration:

This full-time position offers a salary range of \$42,000-\$50,000/year and an outstanding benefits package.

Interested applicants are requested to submit a cover letter and their resumes or CV on or before **March 11, 2019** to [careers@kiwassa.ca](mailto:careers@kiwassa.ca) ATTN: Community Engagement & Volunteers

Kiwassa Neighbourhood House  
2425 Oxford Street  
Vancouver, B.C., V5K 1M7  
[www.kiwassa.ca](http://www.kiwassa.ca)

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəyəm (Musqueam) Nations.