



**Job Title: Coordinator, Family Programs**

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 Family Programs to lead Kiwassa's programs and coordinate early year's information and resources through community networks. These include a broad range of inclusive, multicultural family support programs and violence prevention services. This is a full-time position reporting to the Director of Community Programs.

A bit about you: You see the importance and strength of family no matter what shape they come in. You come with a strong educational background in early years development, social work and conduct all work from an anti-oppression and social justice lens. Candidates should be excited about an opportunity to provide day-to-day leadership for Kiwassa's family programs, and the opportunity to help influence learning, leadership and relationship-building with other family programs and partners across the City.

Key Responsibilities:

Family Programs

- Coordinate, plan, deliver, supervise and evaluate family support programs including parent support and education, family place, settlement support and integration, information and referral, and capacity building and peer support;
- Support the coordination, planning and implementation of domestic violence prevention team;
- Recruit, develop, supervise and evaluate family program staff and volunteers;
- Collaborate with Kiwassa programs and community partner organizations in planning and delivering family support programs that meet the needs of neighbourhood families;
- Provide case consultation support to Kiwassa family and settlement program staff;
- Maintain and share up to date knowledge of community resources, community needs and relevant government programs, policies and legislation;
- Implement the family program budget, follow financial and administrative procedures and meet obligations of funding contracts, including reporting requirements;
- Evaluate program outputs, activities and outcomes balanced against funder expectations and community needs.

Early Years Network Coordination

- Coordinate implementation, communications, and reporting expectations of the Northeast Vancouver Nobody's Perfect Consortium;
- Support the leadership and coordination of the Vancouver Early Years' Service Network
- Provide leadership and coordination for the MCFD North Hub
- Liaise and foster professional relationships with key public partners and stakeholders.

## Administration & Communications

- Create and/or update program orientation materials, resources, policies, and procedures;
- Contribute occasional blog posts, social media content, stories, or other communications that feature program or service activities
- Manage Family Programs and Domestic Violence Prevention financial and narrative reporting requirements;
- Write and/or support the writing of proposals and pursue funding opportunities to enhance family and violence prevention programs;
- And of course, other duties as assigned.

### Qualifications:

- Alignment with Kiwassa mission, vision, and values;
- Bachelor's degree in relevant discipline, plus training in family counselling and support and in program coordination and evaluation, or equivalent education and training;
- Minimum 5 years' experience providing support to at-risk families;
- Demonstrated experience facilitating community consortiums and partnerships;
- 3 to 5 years' experience providing supervision and leadership of staff and volunteers;
- Passion for helping families, especially those with challenges, to build their strengths and those of their children, and to participate actively in the community;
- Excellent English verbal and written communication skills;
- Confident writing grant applications and reports;
- Ability to prepare, monitor, and analyze budgets and financial reports;
- Fluency in additional language(s) an asset;
- Demonstrate anti-oppressive principles and practice in community development experience;
- Credibility working with racialized immigrants, refugees and Indigenous people;
- Strong understanding and commitment to community development principles;
- Proficient in Microsoft Office, especially Excel;
- Commitment to ongoing learning and professional development.

### Remuneration:

This full-time position offers a starting salary of \$45,000 – \$65,000 a year and an outstanding benefits package, including 4 weeks' vacation, employer RRSP contribution, extended health & dental benefits.

**APPLICATION DEADLINE: Monday, July 29 at 12 noon.**

Interested applicants are requested to submit their resumes, with cover letter to: [careers@kiwassa.ca](mailto:careers@kiwassa.ca)  
We thank all applicants for their interest. However, only short-listed applicants will be contacted.

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 xʷməθkʷəy̓əm (Musqueam) Nations.

[www.kiwassa.ca](http://www.kiwassa.ca)