



**Coordinator of Family Programs – Full time, term position 35 hours per week [During the COVID pandemic, this will be a blended position including regular on-site work but also some work from home options]**

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 xʷməθkʷəy̍əm (Musqueam) Nations. Kiwassa Neighbourhood House, a multi-service community agency operating in East Vancouver, is seeking a Family Programs Coordinator to lead a dynamic team of staff and volunteers in the growth of a broad range of inclusive community-based programs that support families, early childhood development, and domestic violence prevention. This is a full-time, term position that reports to the Director of Community Programs.

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 your 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, 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 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.

## Qualifications:

- Alignment with Kiwassa mission, vision, and values.
- Bachelor's degree in relevant discipline, 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 salary range of 50,000-60,000 and an outstanding benefits package. Interested applicants are requested to submit resumes on or before May 3, 2021 to [careers@kiwassa.ca](mailto:careers@kiwassa.ca). We encourage applications belonging to equity seeking groups.

