



Job Posting:

Community Engagement Coordinator

Full time (35 hours) term position November 2021- March 2022 with a possibility of extension.
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. A multi-service community agency working in East Vancouver, Kiwassa Neighbourhood House seeks an energized community builder to lead our neighbourhood-focused community development work. The Community Engagement Coordinator works across departments, with volunteers, community leaders and external partners to design and facilitate activities that support authentic community leadership and community capacity building in pursuit of 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.

Key Responsibilities:

Community Development Leadership:

- 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
- Provide leadership, planning and 1-1 support for a team of 3-4 community development focused roles including Community & Volunteer Developer, Chimo Community Developer and Literacy Outreach Coordinator
- Coordinate Pathways to Leadership program and weekly English Conversation Circles - support volunteer/contract facilitators, manage administration, logistics and attendance tracking
- 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
- Represent Kiwassa at community/funder events, meetings, and learning opportunities
- Facilitate connection and expectations between program teams and community partnerships that provide occasional support



- Lead planning, organizing and implementation of 4-6 inclusive community gatherings, projects, and special events each year
- Support engagement with students and academic partners to enhance community work

Neighbourhood Small Grants Coordination:

- Collaborate with regional and provincial leads, local volunteer committee and individual project leaders to support \$80K grassroots granting initiative
- Gather, train and facilitate regular meetings with Neighbourhood Granting Committee members to support granting decisions on a bi-annual basis
- With a focus on peer-to-peer leadership development, integrate community leaders into ongoing community development and capacity building opportunities

Administration & HR

- Manage HR administration for 3-4 staff including hiring, onboarding, time sheets, cheque requisitions, performance evaluations etc.
- Manage 3 community engagement budgets, write associated funder reports
- Write proposals and pursue funding opportunities to enhance community and volunteer engagement programs

Qualifications:

- Alignment with Kiwassa mission, vision, and values
- Min. 5 years progressively responsible experience in community development, community organizing, volunteer engagement, social planning, and/or public engagement/facilitation role
- Relevant university degree or equivalent combined education and experience
- Strong writing and database management skills
- Work or life experience navigating settlement pathways of newcomer immigrants and refugees
- 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
- Commitment to ongoing learning and professional development

Remuneration:

The wage rate for this position is \$29-32/hour plus 4% in lieu of benefits. Interested applicants are requested to submit a resume **before Friday, November 12th at noon** to careers@kiwassa.ca , RE: Community Engagement Coordinator.

We encourage applications belonging to equity seeking groups.

We thank all applicants for their interest. However, only short-listed applicants will be contacted.