

Community Outreach Worker
Marpole Neighbourhood House
(Internal/External Posting)

The brand new Marpole Neighbourhood House (MNH) is currently seeking an energetic, motivated and hard-working individual to join our team this summer as **Community Outreach Worker**.

MNH opens its doors on May 22nd and is the newest neighbourhood house in Metro Vancouver in over 10 years. The role of the Community Outreach Worker will be to build relationships with local residents, learn about the needs in the area, and help design programs alongside the community. The Community Outreach Worker will assist with initial set up of the MNH building and will support scheduling, membership drives, community events, and neighbour engagement.

Responsibility:

Reporting directly to the Senior Director, the Community Outreach Worker will support day-to-day activities at MNH. He/she will be the first point of contact for the community.

Some of the key duties and responsibilities include:

- Works under the guidance and direction of the Senior Director to develop outreach initiatives to help build connections with the community in Marpole;
- Develops and maintains member database;
- Supports communications initiatives including website and social media;
- Actively engages with community members and organizations to promote MNH programs, services and events; Maintains existing and develops new relationships;
- Supports MNH programs including family meal, family drop-in, seniors programs, community events, etc.;
- Provides excellent customer service, including timely and comprehensive responses to internal and external inquiries;
- Offers reception and office coordination support.

Qualifications:

- **This position is funded by the Canada Summer Jobs and to be eligible, youth must be:**
 - between 19 to 30 years of age at the start of the employment;
 - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Minimum 1 year of work experience in community engagement.
- Education in community development, business administration, non-profit management, fundraising, marketing, or related field of study.
- Experience working in a diverse and multicultural community.
- Excellent interpersonal, organizational and communications skills.
- Able to handle multiple tasks and prioritize own work.
- Be fluent (written and verbal) in a second language; Chinese, Punjabi, Tagalog, Arabic, Japanese, Spanish, Coast Salish language(s)
- Clear criminal record search upon hire.

Closing Date:

May 10, 2019

Hourly Wage:

\$16.81 per hour plus 4% vacation pay

Terms of Employment:

Full-time Term Position, Monday to Friday, 7 hours per day, 35 hours per week

Submit cover letter and resume to:
(please indicate in your cover letter where you find this posting to help us with our recruitment strategy)

Zahra Esmail, Executive Director
Marpole Neighbourhood House
8585 Hudson Street
Vancouver, BC V6P 4M3
Email: zahra.esmail@southvan.org

*We thank and acknowledge all applicants and will proactively contact those selected for interviews
ANHBC is an equal opportunities employer*