



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਾਅਇਆ ਠੂ Bienvenidos 환영합니다

## Community Engagement Assistant – SVNH

South Vancouver Neighbourhood House is currently seeking a skilled **Community Engagement Assistant** to support fundraising and marketing efforts, and to increase the profile of the South Hill Neighbourhood Centre.

Based out of SVNH's annex location at 5888 Fraser Street, the Community Engagement Assistant will work closely with the Executive Director to enhance fundraising, marketing & communications, and community engagement for SVNH. Specifically, this position will conduct prospect research, support grant writing, build corporate relationships, and help improve the social media presence of SVNH.

### Duties and Responsibilities

- Works under the guidance and direction of the Executive Director to develop fundraising initiatives to reach South Vancouver Neighbourhood House's (SVNH) fundraising goals
- Support the activities of the SVNH Fundraising Committee
- Develops and maintains donor database; develops funding proposals
- Supports communications initiatives including website and social media
- Actively engages with community members and organizations to promote SVNH
- Maintains existing and develops new relationships
- Provides excellent customer service, including timely and comprehensive responses to internal and external inquiries
- Coordinates promotional events on site: sets up and takes down promotional table, gives information to passer-by, collects relevant information for the project
- Undertakes and/or assists with research as needed.

### Qualifications:

- This position is funded by the Canada Summer Jobs. Applicants must be a full-time, post-secondary student in the current academic year and intending to return to full-time studies in Fall 2018
- Education in business administration, non-profit management, fundraising, marketing, or related field of study
- Background in fundraising and marketing an asset
- Minimum of one year community engagement experience
- Experience working in a diverse and multicultural community
- Very strong writing skills in English
- Excellent interpersonal, organizational and communications skills
- Able to handle multiple tasks and prioritize own work
- Fluency (written and verbal) in a second language and asset; Tagalog, Punjabi, Vietnamese or Chinese preferred
- Clear criminal record search upon hire.

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## Employment Terms:

- Full time term position. Monday – Friday, 7 hours per day & 35 hours per week.
- Start Date: June 25 – August 31, 2018
- Salary: \$15.04 + 4% vacation pay
- Job Type: Full-time

## To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line “Community Engagement Assistant - SVNH” by 5pm on Friday, May 11<sup>th</sup>, in confidence to:

Zahra Esmail, Executive Director  
6470 Victoria Drive  
Vancouver, BC V5P 3X7  
Email: [zahra@southvan.org](mailto:zahra@southvan.org)

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