



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

ESDC Early Years Programs Assistant Job Posting

The Early Years Programs Assistant will be part of the SVNH's Family Support Programs team. Family Support Services are community-based services that assist and support parents in their role as caregivers, with the goal of promoting parental competency and strengthening family life, leading to healthy child and family development. The focus is on prevention and participation is voluntary. This is a ESDC funded position to enable young adults under 30 years old to gain more job experience.

The services combine center-based programs with outreach services to reach families that may not otherwise participate. Center-based services include both structured programs with prescribed activities and limited program hours, and unstructured drop-in programs.

This position will report to the Director of Community Programs at South Vancouver Neighbourhood House.

Duties and Responsibilities:

- Assist in developing programs for families in the South Vancouver Neighborhood
- Assist in managing, updating, and designing relevant materials in our current social media accounts (South Van Family Facebook Page) and developing an online presence
- Assist in the implementation of family drop-in programs in multiple locations
- Aid in art & craft activities, circle time, and story time
- Assist in managing registration for family drop-in programs
- Connecting with the individual participating families on a deeper level and understanding their needs
- Identify the families who are Permanent Residents, immigrant, refugee claimant, on work/student visa in the South Vancouver Neighborhood
- Refer families to appropriate staff in SVNH or other organizations and resources
- Finding guest speakers on various topics that are of interest to families

Skills and Qualifications:

- Under 30 years of age
- Experience in connecting and communicating with families and young children from different backgrounds and understanding their needs
- Basic knowledge of community or government resources available in the neighborhood and in Canada
- Ability to coordinate, manage, and develop programs and services for families
- Related education or work experience with early childhood education
- Successful criminal record search
- Strong working knowledge on how to navigate social media and use of technology

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Salary:

\$16.81/hour

This is a term position (30 hours/week) from December 14, 2020 to February 5, 2021 (max 8 weeks) based at 6470 Victoria Drive in-person and some remote work. Work schedule is Tuesday to Saturday.

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 reflect our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line "Early Years Programs Assistant" by 5pm on November 30, 2020, in confidence to:

Mimi Rennie, Director of Community Programs
6470 Victoria Drive
Vancouver, BC, V5P 3X7
Email: recruitment@southvan.org

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