



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 ਜਯਾਇਆ ਨੂ Bienvenidos 환영합니다

Manager of Family & Settlement Programs South Vancouver Neighbourhood House (Internal/External Posting)

South Vancouver Neighbourhood House (SVNH) is on the unceded, ancestral, traditional and stolen homelands of the Coast Salish Nations, the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Səlilwitulh (Tsleil-Waututh) Nations.

SVNH is seeking a passionate, experienced, and collaborative leader in the role of the Manager of Family & Settlement Programs.

Accountability:

Reporting to the Executive Director, the Manager of Family & Settlement Programs oversees SVNH's settlement, employment, families, and community development programs. The ideal candidate has extensive experience managing large, diverse, high-functioning teams, inspiring them to perform at their best, and lived experience as an immigrant. The Manager also has wide-ranging experience managing complex funding streams including government (federal, provincial, and municipal) contracts, and corporate and foundation grants. The ideal candidate brings excellent relationship building skills with the ability to build and maintain internal and external networks, research skills with the proven ability to secure new sources of program funding, and a natural leadership quality that inspires leadership in others.

Key Duties and Responsibilities:

- Provide strategic leadership to community programs department (settlement, employment, community development, and other community programs) to plan, organize and implement program delivery;
- Supports program coordinator, team project lead, and 10 team members;
- Oversee the overall human resources and financial aspects of the programs;
- Design outcome and evaluation measurement tools to ensure effective and efficient use of funds deliverables are achieved. and evaluation of program outcomes;
- Develop multiple program budgets, prepare reforecast budgets as needed and monitor program expenditures;
- Build and maintain internal and external networks to foster networking, collaboration, and mutually beneficial
- Design and develop a variety of new programs and services that meet the expressed needs of the SVNH community;
- Identify funding sources, and write proposals and grants;
- Support SVNH's overall fundraising activities and assist in the implementation of House wide special events;
- Contribute to broader management responsibilities for the House as a whole.

Qualifications:

- Degree in social services, counselling, non-profit management or other related field; or a combination of relevant training and experience;
- Minimum two years experience in supervising and guiding staff through change;
- A solid background in community-based programming, including experience in at least two of the following areas: employment, settlement, family, community development, or community-based education programs;
- Knowledge of community development principles as applied to program planning, development, and implementation;
- Strong knowledge and understanding of South Vancouver neighbourhoods, communities needs, trends, demographics and resources;
- Strong passion, knowledge and capacity to work collaboratively with Indigenous and LGBTQIA2S+ community
- Proven ability to successfully manage multiple, complex programs in a non-profit setting;

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- Experience administering federal government grants (IRCC) and provincial grants (BCSIS) a definite asset;
- Experience in evaluating programs; knowledge of outcomes measurement/logic models is preferred;
- Strong writing skills and ability to produce anecdotal and statistical reports;
- Demonstrated ability to create and manage multiple budgets;
- Experience in generating funding for programs, including: writing grants, proposals, identifying sponsors, and /or generating fee-for-service programs;
- Strong organizational, critical thinking, leadership, conflict resolution, and communication skills; ability to multitask and meet deadlines; demonstrated ability to make sound judgements and decisions;
- Ability to respect and work with a diverse range of employees, clients and community members including children, and families of all races, religions, cultures, sexual orientations, genders, abilities and economic levels;
- Excellent written and verbal communication skills in English, a second language is preferred (Mandarin, Cantonese, Hindi, Punjabi);
- Outstanding computer skills: Microsoft Word, Excel, Internet;
- Knowledge of marketing, program promotion, and fundraising strategies;
- Ability to work independently and as a collaborative team member;
- Proven expertise in a multicultural setting; experience working with racially diverse and vulnerable populations;
- Familiarity with the Neighbourhood House movement;

This is a regular, full-time, 35-hour/week position, with an annual starting salary ranging of \$59, 500 to \$62,600. Excellent benefit package, paid sick time, medical, extended health, dental, pension plan and exceptional professional

For more information about South Vancouver Neighbourhood House, please visit www.southvan.org.

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 by email with subject line “**Manager of Family & Settlement Programs**” by noon, April 20th, 2022.

In confidence, to:

Mimi Rennie, Executive Director, SVNH
6470 Victoria Drive, Vancouver, BC V5P 3X7
Email: mimi.rennie@southvan.org

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.
We thank and acknowledge all applicants and will proactively contact those selected for interviews.

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