
Community Director

You will need to bring your vast community leadership experience to be our Community Director. This role comes up rarely and you get to work with a multifaceted leadership team in a great environment. This role oversees Community Development, Seniors, Food and related Program Development and Evaluation. Starting salary from \$31.53 per hour subject to experience, with generous benefits and 35 hours per week.

More about the role –

Purpose

Working collaboratively and under the general direction of the Executive Director; plan, organize, direct, control and evaluate the delivery and outcome of the program(s). Establish policies and procedures regarding participant involvement, program requirements and outcome measurements. Oversee the overall finance and human resources aspects of the programs. This position acts in the absence of the Executive Director to manage the Neighbourhood House when authorized and directly and indirectly supervises program staff. This role may also oversee our increasing focus on reconciliation.

Key Duties and Responsibilities

Community Development

The Director coordinates community groups and Kits House staff and participants in identifying and addressing community issues. This position facilitates the work of community groups, Board task forces and committees and acts as a resource to the community. The Director of Community Programs supports community advocacy efforts and participates in community-wide and city-wide processes that will support local community development and advocacy.

Seniors Programs

The Director oversees the seniors' programs, and obtains new opportunities for growth in seniors' programs. The Director managers and supports the staff in the programs and works with the Westside Seniors Hub to develop seniors work in the Westside.

Program Development

Through collaboration with the community and senior management team, The Community Director develops programs, secures funding, and implements programs and services to meet the needs of the Kits House community. The Community Director ensures programs and services are implemented within the House's mission, values, policies, and procedures.

Resource Development

The Director develops and implements a sustainability plan in their areas of primary responsibility and assists in the development and implementation of an overall sustainability strategy for the House, in collaboration with the leadership team. This position is also responsible for writing grants and securing other sources of funding for the programs and services within the scope of community programs.

Financial Management

The Director is responsible for overall budget development for Board approval and to monitor and manage those budgets in community programs. This position supports Coordinators in budget management of specific programs.

Special Community Events

The Director of Community Programs ensures the coordination of special events and team activities for all staff under their direction and in collaboration with the events and marketing team.

Program Evaluation

The Director of Community Programs researches and reviews community agencies' approaches to program evaluation and develops an effective, relevant and integrated approach to evaluating programs under their supervision. This position also ensures that accurate records of participating membership and statistical information are kept of participants and volunteers.

Qualifications

- Strong leadership and capacity building skills
- Experience with program development and implementation
- Proven ability to inspire and motivate others
- Post-secondary education, preferably a graduate degree in Human Services and or related field with 5-8 years related experience
- Computer and internet literate
- Experience in a multicultural setting
- Proven success in engaging community, providing leadership to community and

- developing activities
- Creative and able to create a fun and collaborative work environment
 - Detail orientated
 - Commitment to lifelong learning
 - Financial management and systems experience
 - Experience with the development and implementation of communications strategies
 - Understanding of the Neighbourhood House Model of Service Delivery

Working Conditions

- Ability to work flexible hours – may require evening and weekend work
- Ability to work outdoors on occasion

Physical Requirements

The candidate should be in good physical health to meet the demands of the position – walking, some lifting and moving of supplies, setting up tables and chairs

*Only those short-listed will be contacted, **Initial deadline: July 24th, 2017***

E-mail resume and cover letter to:

Allen Smith allens@kitshouse.org

We thank and acknowledge all applicants and will proactively contact those selected for interviews.
No phone calls, let your application do the talking.

For more information about ANHBC and Kitsilano Neighbourhood House, please visit www.anhbc.org.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center