



Celebrating 40 years in the neighbourhood



Mount Pleasant  
Neighbourhood House

## Consultant Required for Neighbourhood Small Grants in Mount Pleasant and Little Mountain

Mount Pleasant Neighbourhood House and Little Mountain Neighbourhood House are looking to engage a consultant to organize and oversee a small grant process, to be implemented through a neighbourhood residents committee.

### Scope of Work

The NSG consultant will implement a community based project that supports local initiatives. The project goals are to:

- To benefit the local neighborhoods physically, socially or culturally.
- To provide an opportunity for neighbourhoods to improve the quality of life in their neighbourhood and to connect with each other.
- To support the development of skills in the community including: identification and development of opportunities, networking and bringing together key players to create change, establish decision making processes at the neighbourhood level, and monitor the results in their neighbourhood.
- To provide an opportunity for residents to identify, organize, and carry out specific projects; and to celebrate these projects.

### Background:

Mount Pleasant Neighbourhood House and Little Mountain Neighbourhood House are located in East Vancouver. There is great diversity in the area with a high percentage of new immigrant families, and families with a mother tongue other than English or French. Building strong neighbourhoods within this larger Eastside community is a priority for both Neighbourhood Houses. Neighbourhood Small Grants provide an excellent opportunity to engage people in creative ways to build a stronger community from their immediate neighbourhood outwards.

### Consultant Responsibilities:

The consultant will report to the Executive Directors of MPNH and LMNH and set out a work plan to meet the goals. The consultant will approach this work from a community development perspective incorporating the following principles into all aspects of the project.

To Build Capacity – NSG in Mount Pleasant and Little Mountain will provide an opportunity for local citizens to build their capacity for creating change in their neighbourhood. They will learn and practice the leadership skills of issue/opportunity identification, problem solving, networking and communications, decision making, implementation. There will also be the opportunity to practice the management skills of meeting management, budget oversight, and collective decision making.

#### To Directly Involve Local Citizens

In both Little Mountain and Mount Pleasant Resident Committees will be established to manage the implementation of the NSG processes, including setting of criteria, vetting of proposals, deciding upon priorities, overseeing the projects, and carrying out a celebration and evaluation process.

#### To Support Innovation in Improving the Quality of Life

NSG are an excellent opportunity to identify small projects that directly impact the quality of life in a neighbourhood, e.g. a garden or a mural that would not be otherwise funded. They provide the opportunity for the community to think creatively about how to improve their community, e.g. how a block party for teens might address vandalism or a mural graffiti.

## **Timelines**

The consultant will work within the following timelines, and discuss any modifications with the Executive Directors.

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| Jan to Feb. | Meet with previous NSG Coordinator, and Mountain Pleasant and Little Mountain Executive Directors to understand the consultant’s role, responsibilities, NSG goals, priorities and challenges to assist in the NSG consultant transition. Initiate project, make contacts within the communities and establish resident committees in both areas. Revise and distribute brochures, posters, online communication tools, and other media for current year’s process. Connect with other resource people / organizations (ie. NSG outreach workers) |
| Feb to Mar. | Request for applications out to community residents through newsletters, newspapers, bulletin boards, posters etc.  |
| April       | Resident committee reviews applications and allocates funding. NSG recipients announced. Consultant will provide support to committees, including identifying training needs and facilitating training. Consultant will liaise with MPNH staff to coordinate communication, cheque requisitions, and other administrative responsibilities.   |
| May – Sept  | Coordinate cheque distribution event. Once projects underway, provide support to committees and projects. Collecting stories (media to be determined).  |
| Oct - Nov   | Community celebration and project reports.  |

Note: Consultant will be required to participate in meetings organized by Vancouver Foundation, ANHBC (NSG Regional Network Lead) and MPNH/LMNH.

### **Qualifications:**

- Demonstrated ability in community development and implementation
- Demonstrated ability in, and sensitivity and commitment to, working with diverse populations
- Knowledge of community engagement methods and demonstrated communication (verbal, written, listening), conflict resolution and group facilitation skills
- Previous experience working with coalitions, including government partners, and proven ability to balance diverse interests
- Knowledge of the communities in East Vancouver
- Proven track record in budget management
- Post secondary education in the social sciences or community development OR relevant combination of education, skills and experience.
- Strategic thinker and consensus building skills
- Previous experience with NSGP an asset

### **Terms of contract:**

This contracted position is funded for one year, beginning January 2019 and completing December 31, 2019. Consultant contract fee for service is \$11,000.

### **To submit a proposal:**

Please provide a proposed work plan, timeline along with background on your qualifications and experience to:

Joel Bronstein  
Executive Director  
Little Mountain Neighbourhood House

[Joel\\_bronstein@lmnhs.bc.ca](mailto:Joel_bronstein@lmnhs.bc.ca)

**Deadline: November 13, 2018**

Only shortlisted applicants will be contacted.