



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: contact@froghollow.bc.ca

Communications Coordinator

The *Communications Coordinator* works within a high-energy, creative, collaborative team to provide communications and training support to professionals working with children 0-6 and their caregivers. This position provides support to staff working in children's programs that are funded by the Public Health Agency of Canada. These programs include the Community Action Program for Children (CAPC), the Canada Prenatal Nutrition Program (CPNP) and Aboriginal Head Start (AHS). This position includes the production of the [Keeping in Touch Newsletter](#), in collaboration with a content-writer, as well as coordinating regional training events across BC.

Hours:	35 hours per week (Monday – Friday 9AM-5PM)
Starting Wage:	\$44,740–\$51,727 depending on qualifications; includes competitive benefits package
Start Date:	Negotiable

Duties and Responsibilities:

Keeping in Touch Newsletter

- Research topics, speakers, resources, training opportunities, and other information relevant to CAPC/CPNP/AHS Coordinators
- Oversee the newsletter content-writer
- Research funding opportunities relevant to the work of CAPC/CPNP/AHS projects and share within the newsletter
- Maintain close connections with BCAPOP, AHS ABC and the BC CAPC Society; highlight their activities and information in the newsletter
- Communicate information from PHAC to projects via newsletter
- Highlight project successes and examples of best practices.
- Convene and work with a group of interested CAPC/CPNP/AHS Coordinators to discuss emerging issues relevant to their work. Stories focused on these areas will be incorporated into the newsletter
- Evaluate the effectiveness and accessibility of the Keeping in Touch newsletter and website

Regional Training Events

- Work with Regional Advisory Committees to plan and oversee the training events. This includes coordinating the calls and taking/distributing meeting minutes.
- Provide overall support for regional training events across BC. This includes researching and securing speakers and venues, developing itineraries, coordinating A/V needs, and following up on region-specific requests.
- Provide support to Regional Coordinators and/or attend events.
- Develop a registration package and oversee all aspects of event registration.
- Develop evaluation forms and compile results.

Creating Our Community Together



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Qualifications:

- Excellent administrative skills, including the ability to multi-task in a fast paced office environment
- Excellent communication skills, including the ability to moderate conference calls and communicate with educational professionals from various backgrounds
- Experience planning conferences and/or events for 50+ attendees
- Mastery of computer programs including Word, Excel, Survey Monkey
- Ability to travel within the province to host training events each year
- Ability to communicate inter-culturally and comfortable working in a fast-paced multi-cultural setting
- Knowledge of CAPC, CPNP and AHS programs is an asset

Please quote "Communications Coordinator" in the email subject and apply to Arita Atwal, Director of Youth Services & Communications at arita@froghollow.bc.ca. Applications will be accepted on a rolling basis until the position is filled. Only short-listed candidates will be contacted.



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