

Neighbourhood House Special Projects Intern, Central Services (Internal/External Posting)

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.

ANHBC is an umbrella organization for eight neighbourhood houses and an outdoor camp, through which we operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Truth and Reconciliation, decolonization and anti-racism, and together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about us, visit <https://anhbc.org/>.

ANHBC is currently seeking an energetic and detail-orientated individual to join our team as a **Neighbourhood House Special Projects Intern** at ANHBC Central Services for a short term temporary contract. The Special Projects Intern will play a key role in supporting the communications and fund development projects of a non-profit organization. Areas of responsibility will include:

Information and Referrals

- Responding to in person, email and phone inquiries for information and referral
- Providing resources about neighbourhood houses to the community

Communications

- Social media support
- Staff newsletter preparation
- Graphic design
- Website updates

Fund Development

- Graphic design
- Database support

Qualifications:

- This position is funded by the Canada Summer Jobs and to be eligible, youth must be:
 - between 19 to 30 years of age at the start of the employment;
 - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; **and**
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Proficient in Microsoft Office, Internet applications and comfortable with a range of technologies and applications, including databases, Google Suite and Canva
- Experience with social media and graphics design an asset
- Excellent verbal and written communication skills in English
- Ability to work in office and remotely
- Team and customer oriented; demonstrated interpersonal skills

Closing Date:

Friday, June 24, 2022

Hourly Wage:

\$18.18/hour plus 4% vacation

Terms of Employment:

30 hours per week for 8 weeks

Start Date:

July 4, 2022

Submit cover letter and resume to:

Carly Geistlinger, Operations Director
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street,
Vancouver, BC V5T 3G7
Email: cgeistlinger@anhbc.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

We acknowledge that our houses, camp and central services office are situated on the traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

