



Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604 874-4231 Fax: 604 874-7169 www.cedarcottage.org

Internal/External posting Director of Community Programs

Cedar Cottage Neighbourhood House is seeking a passionate, experienced and collaborative leader in the role of Director of Community Programs.

Reporting the Executive Director and as a member of the Senior Management Team, the Director of Community Programs is responsible to provide the collaborative leadership to work with staff and volunteers to develop a welcoming and inclusive neighbourhood hub for families, children, seniors and youth.

The Director of Community Programs must have strong skills in asset-based community planning, project management, and non-profit business practices to foster the development of programs and activities that make a difference in our local community of Kensington-Cedar Cottage. This person must be highly organized, able to set clear strategic priorities, to make values driven business decisions, grounded in social justice and strong skills related to communication, data gathering, and leadership. Contract management, fund development, human resource and risk management are essential elements of this position.

The Director of Community Programs will be an important role in our plans for the Cedar Cottage Redevelopment Project. It is an exciting time, and we are looking for the right person to share and to engage others to be part of the amazing next steps for Cedar Cottage Neighbourhood House.

Skills & Qualifications

- A minimum of three - five years of relevant experience at a senior level; in a non-profit organization
- Post-secondary education in Social Work, Education, Child and Youth Care, Family Studies or in a related field. A suitable combination of related education and experience may be accepted.
- Knowledge and experience in asset-based community work-ideally at a Neighbourhood House.
- Demonstrated experience working in partnership with community and public partners
- Extensive knowledge about the community, youth and family work, seniors, children and volunteers. Must be able to articulate the lifetime connections that happen in Neighbourhood Houses and the purpose of the programs, activities and services offered- must understand outcomes.
- Strong interpersonal skills, proven HR leadership ability to guide and motivate staff and volunteers
- Strong skills in program management and development, administration, HR and financial management
- Must be able to write grants, manage projects and develop ideas to address with emerging issues
- Able to work with diverse populations in a multicultural context. Must have knowledge about best practices to work with Indigenous and newcomer populations grounded in anti- racism beliefs.

Please submit a cover letter, resume and 3 references to hroperations@cedarcottage.org Director of Community Programs in the subject line.

Closing Date: August 9th, 2024 or until the right candidate is hired.

Hourly Wage: Band PD10-\$36.07 (\$65,902) to PD11-\$42.58 (\$77,785)-dependent on years of experience

Benefits: Comprehensive cost sharing benefits plan; including vacation, sick time, extended health benefits, and Municipal pension plan

No phone calls please. We thank all applicants and only shortlisted candidates will be contacted.

We acknowledge that we live and work on the traditional unceded homelands of the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam), and Selilwetaʔ/Selilwitulh (Tseil- Waututh) Nations.

CCNH is a non-profit, community-based organization located in East Vancouver and is a member of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on CCNH please visit: www.cedarcottage.org



Association of Neighbourhood Houses of British Columbia

Member Houses: Alexandra, Cedar Cottage, Frog Hollow, Gordon House, Kitsilano, Mount Pleasant, Marpole, Sasamat Outdoor Centre and South Vancouver