



# Cedar Cottage Neighbourhood House

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

## Internal/External Employment Opportunity

### Position: Community Development Coordinator

Cedar Cottage Neighbourhood House seeks an enthusiastic and dynamic individual to support our mission of engaging and empowering vulnerable populations, fostering a sense of connection and belonging within our community. This role focuses on advancing our work with at-risk and isolated children, families, seniors, and youth through initiatives in food literacy, community gardening, activities, neighborhood small grants, and special events.

The Community Development Coordinator will possess a deep understanding of the Neighbourhood House Movement, particularly Cedar Cottage Neighbourhood House, and demonstrate a strong commitment to reconciliation, anti-racism, and social justice.

We are looking for a people-oriented individual who can inspire excitement and pride in building a thriving, vibrant community. The Community Development Coordinator will lay the groundwork for extending Neighbourhood House principles into our new facility, set to open in 2026.

Cedar Cottage Neighbourhood House, a vibrant and long-standing institution, has served the Kensington-Cedar Cottage community since 1950. We invite a community leader to join our team.

#### Qualifications:

- Skilled and experienced in community engagement, planning, and implementing community-based projects and participatory action research.
- Ability to lead with a focus on reconciliation, anti-racism, and social justice, and work effectively with equity-seeking groups.
- Strong knowledge and experience in Neighbourhood House work, particularly in community-based program planning, implementation, and delivery.
- Proven experience in recruiting, managing, and retaining volunteers, as well as identifying volunteer engagement opportunities.
- Excellent written and verbal communication skills in English; proficiency in other languages is an asset but not required.
- Flexibility to work some evenings and weekends as needed.
- Undergraduate degree or equivalent in social work, child and youth care, education, or a related human services field.
- 1-2 years of experience in the voluntary sector.

#### Benefits;

- Company pension
- Extended Health Care

**Resumes to:** Cedar Cottage Neighbourhood House, 3973 Victoria Drive, Vancouver, BC, V5N 5R3  
**Email:** hoperations@cedarcottage.org  
**Closing Date:** November 12<sup>th</sup> 2024  
**Hourly Wage:** Band :7 Step :4 (\$ 30.60 ) depending on qualifications and experience  
**Terms of Employment:** 35 hours per week  
Opportunities will be possible for training.



#### Association of Neighbourhood Houses of British Columbia

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