



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

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Coordinator, Drive Youth Employment Services

Frog Hollow Neighbourhood House & ANHBC

Frog Hollow Neighbourhood House is a volunteer-driven, community-service organization. Our mission is to make neighbourhoods better places to live. Our goal is to enable people to enhance their lives and strengthen their communities. Our challenge is to work with communities to develop innovative programs and services that meet the changing needs of a diverse population.

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 the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit www.anhbc.org.

About the Position

The Coordinator of Drive Youth Employment Services leads a high energy, client-focused team to deliver exceptional youth employment services in Northeast Vancouver. The Coordinator is responsible for the overall coordination and oversight of the *Drive Youth Employment Services* centre as well as supervision of the Make It therapeutic art program and the Frames Film Program. *Drive Youth Employment Services* (2106 Commercial Drive) provides employment services and supports to youth between the ages of 16 and 30. This includes WorkBC employment services and a drop-in resource centre, alongside complementary youth programs geared towards employment preparation and wellbeing. This is a permanent full time position, with excellent benefits package including pension.

Hours: 33-35 hours per week, Monday to Friday

Starting Salary: \$29.64-32.85 hourly (ANHBC Band P9, Program Coordinator Level 2), commensurate with qualifications and experience.

Start Date: December 2024

Responsibilities

- Manage the ongoing daily activities of the Drive Youth Employment Services centre.
- Responsible for ensuring that program mandates and targets are met or exceeded, and ensuring data quality within the Integrated Case Management System (ICM).
- Oversee staff across three programs (WorkBC employment services, Make It art program, Frames Film Program), including interviewing, hiring, and training.
- Mediate and support staff with any issues that arise.
- Oversee monthly reporting and invoicing to the Vancouver Northeast lead contracting agency (MOSAIC), including working within the Integrated Case Management system (ICM) and correspondence related to daily operations.
- Assist with creating and managing budgets up to \$400,000, overseeing spending across youth programs.
- Responsible for general office management, including office supplies and equipment, processing invoices, coordinating repairs, and overseeing daily expenses.

Creating Our Community Together



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- Responsible for ensuring centre and program safety for both staff and clients.
- Assist with building and maintaining community and employer partnerships for the benefit of all programs.
- Collaborate with lead organization and other partner providers to deliver a seamless service experience for clients.
- Work collectively with FHNH staff, participants, and community services agencies to integrate youth services within all areas of FHNH and throughout our community.
- Assist with writing grant applications for funding as required, as well as overseeing interim and final reports for youth program funders.

Qualifications

Motivated, enthusiastic individual with experience in youth employment services, particularly with youth with multiple barriers to employment aged 16-30.

Experience in WorkBC is an asset.

Post secondary education, degree or diploma in child and youth care, social work, career development, employment counselling or related field. CCDP an asset.

3-5 years experience supervising, managing and motivating staff.

Excellent organizational skills and ability to effectively perform administrative tasks, including adhering to a project budget.

Excellent communication skills (written and verbal), and experience with marketing and building community relationships.

Strong interpersonal, cross-cultural, written, and verbal communication skills.

Proven ability to build relationships with businesses, service providers, community members and funding partners.

Please quote "Coordinator" in the email subject, combine your cover letter and resume into one PDF, and apply to **Shawna Mikkelsen, Director of Youth Services** at shawna@froghollow.bc.ca. Applications will be accepted on a rolling basis until the position is filled. Only shortlisted candidates will be contacted.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

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



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