

Program Coordinator · Community Programs

Kitsilano Neighbourhood House
(Internal/External)

Kitsilano Neighbourhood House & ANHBC

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

ANHBC is currently seeking a temporary Program Coordinator who shares [ANHBC's values](#) to join our [Kitsilano Neighbourhood House](#) team. Neighbourhood houses are highly collaborative with a strong team framework. The right person for this position is passionate about community development, social justice, and is values-aligned with our organization.

Kitsilano Neighbourhood House (KNH) serves communities across Vancouver's west side, providing a broad range of programs, services, and support developed to meet the needs and dreams of the community. We are community builders and place makers, connecting people, ideas, and opportunities.

About You

Kitsilano Neighbourhood House is looking for an experienced, enthusiastic, and passionate individual to join our team in the position of Program Coordinator. The successful candidate is inclusive, creative, and enjoys contributing to many different aspects of programs and operations. You thrive when working hands-on with diverse projects and initiatives, and are experienced in proactively identifying structures and solutions that promote equity, inclusivity, sustainability, and effectiveness. You enjoy working closely alongside staff and community to bring ideas to life, and sharing your expertise through coaching and mentoring.

About the Position

The Program Coordinator will play a key role in supporting the organization's strategic priorities,

contributing to the development and implementation of both programs and operational strategies. This is a wide-reaching but flexible position, supporting the coordination of community programs and working alongside internal teams to strengthen systems and community support.

Areas of accountability include program development and coordination, as well as systems strategy and support. Key responsibilities include:

- Providing a safe, welcoming and inclusive environment for all community members
- Engaging with and working alongside diverse community members including seniors, youth, children and families, and vulnerable community members or those with complex needs
- Planning, coordinating, managing, monitoring, and/or evaluating engaging programs designed to meet community needs
- Proactively identifying needs, both internal and external, and working collaboratively to develop creative and sustainable solutions
- Building, developing, and maintaining effective relationships with staff, volunteers, community, funders, partners, and other service providers
- Providing oversight, support, guidance, coaching, and mentorship to staff and/or volunteers
- Organizing resources, including people resources, financial, and other, to achieve goals and outcomes
- Creating engaging communications and promotions for programs, neighbourhood house values, and organizational initiatives
- Identifying new funding opportunities and developing funding proposals as required
- Developing, implementing, leading, or supporting program or House-wide events, staff workshops, and meetings as required, including on occasion outside of the regular work schedule
- As required, representing Kitsilano Neighbourhood House in community outreach initiatives and events, or on committees and advocacy groups

Skills & Qualifications

- Minimum of 3 years experience in non-profit program coordination, management, leadership support, or resource management
- Exemplary organizational, administrative, listening, written, verbal, and cross-cultural communication skills
- Experience supervising and coaching staff, volunteers, or community
- Ability to work independently and proactively identify and address gaps/needs in a creative and sustainable ways
- Demonstrated ability to manage multiple priorities with keen attention to detail
- Experience leading engagements, conducting outreach, facilitating groups, and developing/managing projects



- Keen understanding of community issues including mental health challenges, and how to work with barriers faced by community members
- Ability to manage challenging situations and problem solve within inclusive environments
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Ability to create and maintain strong meaningful relationships with community members and partnering agencies
- Great team player, with effective interpersonal skills and the ability to take initiative and adapt/change priorities according to changing situations and to set strong personal boundaries
- Experience creating inclusive, engaging communications content
- Knowledge and understanding of the Neighbourhood House philosophy, Asset-Based Community Development approach, Collective Impact principles is an asset
- Intermediate level proficiency in Microsoft Office suite including Outlook, Word, SharePoint, Teams, and Excel; Proficiency in Canva, WordPress, Adobe InDesign, and Photoshop are assets

Hours & Location

35 hours per week, for a fixed term to March 31, 2025. Schedule is flexible based on program/organization need, generally Monday to Friday between 9-5pm with flexibility required to meet program needs

- Ability to work flexible hours – evening and weekend work required from time to time to meet program needs
- Ability to work outdoors on occasion
- This position requires in-person presence at Kitsilano Neighbourhood House and other KNH or community sites

Working Conditions

The candidate should be in good physical health to meet the demands of the position, which may include walking, lifting and moving supplies, and the occasional set up of tables and chairs.

Salary & Benefits

\$26.68 - \$32.78 per hour (P7 \$47,758 - \$59,883 annually), plus 4% in lieu of vacation included on each pay cheque.

How to Apply

All qualified individuals who share our values are encouraged to apply with resume and a detailed cover letter by Thursday, December 12 to andreat@kitshouse.org with the subject line: *Program Coordinator · Community Programs*

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on equity, diversity and inclusion. We encourage individuals who are Indigenous,



Black, and People of Colour (IBPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities to consider applying for the position.

To help us track our recruitment effort, please indicate in your cover letter where you found this posting. We thank and acknowledge all applicants and will contact those selected for interviews. No phone calls please.

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.

*Association of Neighbourhood Houses British Columbia Member Houses
Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH,
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor*