



September 10, 2019

Internal/External Job Posting – CD10-19-01

**DIRECTOR OF COMMUNITY DEVELOPMENT
TERM CERTAIN**

Collingwood Neighbourhood House

Our mandate is to promote the well-being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Director of Community Development is a senior management position. The individual will work collaboratively as part of the Directors team. They will provide leadership, management and mentoring support for the effective delivery and development of community development in the Renfrew-Collingwood community. Areas covered include food security, arts and culture, intercultural neighbourhood development, community connections and engagement, celebrations, neighbourhood network development, neighbourhood small grants project, sex worker safety and outreach, resiliency, social innovation, community economic development and other issues as they arise. Main duties for the position include supervising, mentoring and supporting the Community Development coordinators; leadership; Board support; human resource management; program management and enhancement; financial management; fundraising including grant applications and reporting; public relations and marketing; committee support and systems maintenance. The Community Development Director reports to the Collingwood Neighbourhood House (CNH) Executive Director.

Qualifications

- a) Minimum of 5 years of human resources and diverse community development management experience.
- b) Undergraduate degree in related field or a combination of education and work experience in community/social services, not-for-profit sector and community development.
- c) Demonstrated interest, involvement, experience and knowledge of multi-faceted community resources and programs particularly in the areas of food security, arts and culture, intercultural neighbourhood development, social innovation, sex work safety, and resiliency.
- d) Proven ability to manage an annual budget of \$600,000.
- e) Demonstrated ability to develop and work with teams, share leadership skills, work collaboratively and develop skills of other people.
- f) Ability to work cooperatively and build partnerships with residents, community organizations, funders, government and private sector.
- g) Demonstrated ability and interest in managing growth, change and interpersonal relations. Ability to work collaboratively in the integration of Community Development, Youth Services, Community Services, Early Years, Community Health Centre and Operations work.
- h) Experience in/knowledge of the Renfrew-Collingwood neighbourhood.
- i) Proven ability in grantsmanship and negotiations.
- j) Strong research and evaluation skills.
- k) Excellent organizational, communications (oral and written) and leadership skills.
- l) Demonstrated interest in and ability to work in an intercultural and economically diverse work environment.
- m) Ability to work flexible hours.
- n) Second language would be an asset.
- o) Preference given to Canadian citizens and permanent residents of Canada.

Wages and Benefits

Salary: \$36.46 per hour plus benefits
Schedule: 25 hours/week (flexible work schedule)
Term of Employment: 5 months (with the possibility of an extension)
Location: 5288 Joyce Street, Vancouver / 3690 Vanness Avenue, Vancouver
Expected Start Date: ASAP

Application Process

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal first priority will be given to internal and local applicants. Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application.

SUBMIT COVER LETTER AND RESUME BY 5:00 PM ON SEPTEMBER 24, 2019

Please quote reference CD10-19-01

Attention: Jennifer Gray-Grant, Executive Director
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
jgray-grant@cnh.bc.ca

*We thank all applicants for their interest; however, only short-listed applicants will be contacted.
No phone calls please.*