



March 11, 2020

Internal/External Posting #AD10A-20-01

Community Annex Coordinator

Contract Position TERM CERTAIN: March 2020 - October 2020 (8 Months)

## DESCRIPTION OF POSITION

The Community Annex Coordinator will work with community arts and cultural organizations, cultural groups, CNH staff, volunteers, locally based cultural workers, artists, musicians, crafters, and residents to implement the vision of the Annex as an arts-and-culture hub in Renfrew-Collingwood. They will be responsible for implementing the Renfrew-Collingwood Arts Council and other arts and culture programming. This position includes project management, committee support, facilitation, event coordination, and outreach and promotion.

## JOB OVERVIEW

- Using a community development framework work with community arts and cultural organizations and groups, CNH staff, volunteers, locally based cultural workers, artists, musicians, crafters, and residents to establish the Annex as an arts-and-culture hub in Renfrew-Collingwood.
- Support ongoing successful initiatives from the first phase of the Arts Council (i.e. board game nights, Annex Arts and Culture E-newsletter, and the dance pilot program).
- Recruit artists and community members to sit on the Renfrew-Collingwood Arts Council.
- Embed the Arts Council activities within the Community Development Department and other CNH Departments.
- Act as a liaison between the Arts Council and the Community Development Department.
- Ensure the Arts Council activities align with the values and priorities set by the previous council, including equity, reconciliation, environmental sustainability, and ensuring activities prioritize underrepresented and marginalized populations.
- Revise the Terms of Reference, Council member job description, and short/medium/long-term goals in collaboration with the Arts Council at least annually and as needed.
- Coordinate, organize, and facilitate ongoing community consultation, engagement, and collaboration for new arts-based initiatives at the Annex.
- Align the Renfrew-Collingwood Cultural Infrastructure Plan with the Annex vision.
- Responsible for grant management; including grant writing, data collection, monitoring and evaluation, budget management, and report writing.
- Support ongoing operations and administration of the Annex as needed.
- Other duties as assigned.

## QUALIFICATIONS

- Experience managing projects or a combination of education and relevant work experience
- Familiarity with the arts-and-culture community in Renfrew-Collingwood
- Working knowledge and experience in arts and cultural workshops and activities
- Previous experience in event planning, facilitation, community outreach and event promotion
- Experience in grant writing, evaluation, and reporting
- Strong written and verbal communication and interpersonal skills
- Ability to prioritize workload and meet deadlines
- Experience working in a team environment
- Ability to navigate and liaison between multiple stakeholders including but not limited to funders, community members, and artists
- Demonstrated interest and ability to work in an intercultural environment

- Knowledge of CNH and Renfrew-Collingwood Programs and services
- Familiarity with basic computer programs, including Microsoft programs and MailChimp

#### **ASSETS**

- Willing to work flexible hours (evenings, weekends)
- Second Language is an asset

#### **JOB DETAILS**

Salary: \$25.73 per hour, 10 hours/week

Schedule: Flexible

Location: Based in Collingwood Neighbourhood House Annex, 3690 Vanness Ave.

Start Date: As soon as possible

#### **APPLICATION PROCESS:**

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

Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

**SUBMIT RESUME AND COVER LETTER BY: March 25 2020**

**Please quote reference #AD10A-20-01**

**Attention: Eda Ertan**

Collingwood Neighbourhood House  
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***NO PHONE CALLS PLEASE. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.***