



October 8, 2020

Internal/External Job Posting #YS07-20-05

PEER TO PEER PROGRAM MANAGER – FULL TIME, TERM CERTAIN (THEREAFTER PART-TIME)

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-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 Peer to Peer Program Manager will oversee the development, implementation and administration of the Peer to Peer program, TEAM Summer Program and other initiatives and services for youth in the Renfrew-Collingwood community. This position focuses on engaging youth in a peer to peer mentorship model focusing on social, physical and mental health promotion education, as well as providing youth with the information and tools needed to help make healthy decisions.

Forming part of Collingwood Neighbourhood House's Youth Services Team, the Peer to Peer Program Manager will work in conjunction with and supervise the Youth Engagement Manager.

Job Responsibilities

- Reimagine and develop the Peer to Peer program to respond to the shifting needs and assets among youth, and the need to reorganise existing programming and services, during the pandemic
- Develop and implement plans and strategies for program growth and effectiveness
- Plan and organise educational and skill development workshops, program activities and events
- Volunteer recruitment, development, and management
- Development of educational and promotional resources
- Build and maintain strong relationships with community partners and youth service providers
- Support with research and needs analysis of youth in the community
- Promote youth social supports through leadership, mentorship, skills development, and community engagement
- Supervise and support Youth Mentorship Worker and collaborate with other CNH youth workers to develop youth capacity and mentorship training
- Develop and implement program evaluations and track progress and growth
- Responsible for funder reporting and assist in financial management

Skills & Qualifications

- Undergraduate degree in a related field or a combination of education and two years of work experience in community development within youth initiatives and mentorship projects, social work/psychology, and event planning
- Demonstrated experience and ability working with youth mentorship programs and leadership initiatives and partnering with community youth support networks
- Demonstrated experience and knowledge of developing volunteer training and facilitating youth engagement workshops
- Demonstrated experience and in-depth understanding of social justice and anti-oppression principles

- Experience in youth advocacy and support
- Strong understanding and awareness of youth issues and needs within the community
- Strong research, project development, organisational, leadership, and communication skills
- Adaptability to work in a variety of environments
- Demonstrated ability in grant-writing and program reporting
- Satisfactory completion of Criminal Record Search
- Standard First Aid Certification

Assets

- Experience leading and developing youth programs
- Network of youth service providers and resources
- Facilitation or public speaking background
- Video editing/interactive presentation, graphic design experience
- Class 4 driver's license or willingness to obtain

Job Details

Salary : \$22.74–24.48/hour + benefits
 Schedule : 35 hours per week, Monday-Friday, some evenings and weekends
 Expected Term : Full-time hours until March 31 2021,
 Part-time hours starting April 1, 2021 (TBD 25+ hours)
 Location : Collingwood Neighbourhood House (5288 Joyce Street), Local Schools, Remote Working

This position is covered by a Collective Agreement with CUPE Local 1936.

Application Process

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. 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, colour, ethnicity, gender, sexual orientation, age, marital status, or disability.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

Sanjeev Karwal

Director of Youth Services
 Collingwood Neighbourhood House
 5288 Joyce Street, Vancouver, BC V5R 6C9
 Email: skarwal@cnh.bc.ca

Please quote reference #YS07-20-05
CLOSING DATE: Tuesday, October 21, 2020 at 5.00pm

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.