

June 2024



JOB POSTING

Family Resource Programs Coordinator

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Coordinator of Family Resource Programs is responsible for community outreach to families with children 0 to 12 years and for the oversight and coordination of BNH's family resource programs.

General Duties and Responsibilities:

- Coordinate, plan, deliver and supervise family resource programs including: parent support and education, family places, information and referral, community outreach to families and Bridges preschool program.
- To work closely with schools, health department, and settlement organizations, MCFD, and other existing community programs to identify housing complexes, parks, playgrounds and other high-risk areas throughout North Burnaby. To work in these areas to make personal connections with families and to facilitate social network groups when the need and opportunity arises.
- Select, train, support and supervise family resource program staff and volunteers.
- Collaborate with coordinators of other BNH programs in planning and delivering family support programs that meet the needs of neighbourhood families and facilitating intentional connections.
- Maintain and share up to date knowledge of community resources, community needs and relevant government programs, policies and legislation with families.
- Oversight of the family resource program budgets, follow financial and administrative procedures and meet obligations of funding contracts, including reporting requirements.
- Maintain and submit program statistics and evaluations.
- Facilitate connection and awareness of indigenous issues among staff and families ensuring that BNH is an inclusive and welcoming place for indigenous families.
- In cooperation with local inter-agencies, to implement a communication plan that promotes programs and services. Plan would encompass community places to post announcements, networks with health personnel and community workers, connections to places of worship, and articles in local and multi-cultural papers.
- To invite parents and their children to participate in community programs and to be available to meet and welcome them within the existing family resource programs.
- To work with interagency members to maintain and update information of available community resources and services.
- To implement and coordinate a training program for parents who would like to be volunteer outreach workers in their community.

Qualifications:

- Related degree or diploma and/or relevant work experience working with families and supervising family resource programs.
- Training and/or experience in program coordination and evaluation.
- Strong abilities and background in supervision and leadership of staff and volunteers.
- Excellent communication, writing, planning and problem-solving abilities.
- Proven ability to work effectively with diverse populations and with a broad range of community and public partners.
- Passion for helping families, especially those with challenges, to build their strengths and those of their children, and supporting them to participate actively in the community.
- Strong understanding and commitment to community development principles.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Knowledge of Early Childhood Development.
- Knowledge of the Burnaby community and its services (an asset).
- Experience with gathering statistical information.
- Ability to work independently and with an advisory committee.
- Willingness to be flexible and adaptable in the workplace.
- Driver's license and access to a vehicle.
- Second language an asset.

Location: Burnaby

Accountability: This position reports to the Director of Children and Family.

Hours & Pay Rate: 40 hours per week. \$26.79-\$27.60 (depending on experience). Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, RRSP benefits and professional development opportunities.

Start Date: As Soon As Possible

Deadline: Until the position is filled

To apply please Email resume and cover letter to: saras@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

No phone calls please

The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.