



*July 11, 2025*

## **JOB POSTING**

# **Community Engagement Supervisor**

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 Community Engagement Supervisor requires an adaptable, organized, and experienced person who is committed to building positive relationships with residents with a focus on community engagement and volunteering.

### **General Duties and Responsibilities:**

- Works within community to draw on the assets that individuals have to share and supports community members to initiate and lead programs and services to address community needs.
- Works towards building strong relationships with residents that strengthen community engagement and results in volunteer-led programs and activities.
- Develops and maintains relationships with community partners that lead to community engagement opportunities and activities.
- In collaboration with the Community Engagement Coordinator and BNH team, plans and implements BNH-wide events and activities
- Assists with developing training material/programs/events for volunteers.
- Works with the team to ensure that BNH volunteers are recognized and feel appreciated.
- Supports volunteers to develop, promote, implement programs and events (on site and virtually).

### **Qualifications:**

- Degree or diploma in recreation leadership, social service, business administration, non-profit management, community development or equivalent work/education experience
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills.
- Community development experience with 1-2 years event planning/coordination experience
- Demonstrated experience with technology including data base management and experience with Microsoft Office Suite (Excel, Word, Access, Publishers and PowerPoint).
- Current Basic First Aid certification.
- A current clear criminal record check.
- Driver's license with access to a care required
- Second language (an asset).
- Food safe certificate (an asset).

**Location:** South Burnaby Neighbourhood House

**Accountability:** This position reports to the Coordinator of Community Engagement.

**Hours & Pay Rate:** 20 Hours per week – Flexible – Some weekends and evening work.  
The wage rate is \$24.09/hour.

**Start Date:** *As soon as possible*

**Deadline:** *Until the position is filled*

**To apply please Email resume to:** [SimoneG@burnabynh.ca](mailto:SimoneG@burnabynh.ca)

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

**\*No phone calls please\***

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