

October, 2025



JOB POSTING

Community Engagement 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 Community Engagement Coordinator will guide the work of BNH community development, providing opportunities to community members to take an active role in making Burnaby a welcoming and inclusive community.

General Duties and Responsibilities:

- Oversees and provides leadership and supervision to the community volunteer and community development programs.
- Develops strategies to increase community involvement and engagement
- Ensures that the BNH organizational outcome framework is carried out throughout all program areas.
- Collaborates with other BNH teams to create engagement opportunities
- Develops and executes a recruitment strategy that motivates and engages local resident committees to carry out community building events. This includes community dinners, summer barbeques, open houses and support of local events and festivals.
- Promotes Neighbourhood House program integration philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- Actively promotes and facilitates the engagement of Neighbourhood House program participants and existing volunteers throughout Neighbourhood House activities.
- Actively looks for innovative opportunities to engage businesses and other stakeholders in Neighbourhood House programs and projects.
- Ensures that the Neighbourhood House continues to be responsive to addressing community concerns and needs and takes a community development approach to addressing these needs.
- Attends community networking and planning meetings as required

Qualifications:

- Degree or diploma in, public relations, marketing or business administration or equivalent work/education experience.
- Proven experience in Community Engagement within the non-profit sector

- Strong administration skills: personnel management and financial accountability
- Experience working in teams with staff, volunteers and local community committees
- Knowledge and awareness of issues surrounding JEDI.
- Excellent interpersonal, organizational and communication skills – written and verbal.
- Ability to handle multiple tasks and prioritize own work.
- Excellent computer skills and knowledge.
- First Aid certification
- Familiarity with WordPress
- Graphic design; video creation and editing an asset
- Second language an asset.
- Ability to work flexible hours. Must be available for evening and weekend work
- Must have a driver's license and access to a vehicle.

Accountability: This position reports to the Director of Community Programs

Hours & Pay Rate: 35 Hours per week – Flexible – Some weekends and evening work.
\$25.26/hour

Start Date: *enter a date or "As soon as possible"*

Deadline: *enter a date or "Until the position is filled"*

To apply please Email resume to: simoneg@burnabynh.ca

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

No phone calls please