



March 4, 2019

## COMMUNITY DEVELOPMENT COORDINATOR

Brightside Community Homes Foundation is a non-profit organization that provides affordable housing to seniors, families and persons with disabilities in Vancouver. We are looking for a motivated individual to fulfill the role of Community Development Coordinator. The goal of this position is to encourage residents to participate in their communities to minimize isolation and maximize the benefits of a healthy social environment. The Community Development Coordinator organizes social events, as well as conducts outreach to identify high risk tenants and assist in connecting them with supports within the framework of Brightside's independent living mandate. The role also includes networking with community-based organizations to ensure we have strong partnerships in the community, whose services we can leverage. By fulfilling this role, we expect to minimize resident turnover and foster a strong sense of community. This position will report to the Director of Strategic Initiatives.

Duties and Responsibilities include, but are not limited to the following:

- Research and liaise with organizations that provide community events and supports.
- Participate and facilitate interdisciplinary communication and education.
- Organize and lead information sessions with residents about community building initiatives such as community gardens, social and educational activities that will enhance their quality of life and promote mental health.
- Assist in fostering the use of amenity rooms and community spaces at our organization's properties.
- Recruit and oversee interns, volunteers and summer students.
- Liaise with volunteers, residents, management and partners.
- Research and assist in grant applications.
- Coordinate Brightside's participation in collaborative research initiatives and new program development.
- Draft tenant communications such as newsletters.
- Represent Brightside at 3<sup>rd</sup> party events with booths and occasional public speaking.
- Collaborate with Brightside staff in various situations where tenancies may be at risk or where transfers are required.
- Coordinate the delivery of Brightside's community development service to third party organizations.
- Spend at least a couple days a week in the field, communicating with residents.

Qualifications/skills needed:



- A Bachelor's degree is required as a minimum. A background in clinical social work, planning, political science or international relations would be an asset.
- Willingness to learn and follow instruction closely.
- Community outreach experience.
- Ability to communicate effectively in English – verbally and in writing.
- Research, writing and analytical skills.
- Problem solving, strong organizational and time management skills.
- Ability to demonstrate patience and tolerance and exercise tact, diplomacy and good judgement when dealing with a variety of clients, including those of diverse cultural, educational and socio-economic backgrounds and those with difficult behavioral issues.
- Positive attitude.
- Ability to work individually as well as part of a team as required.
- Resourceful, good interpersonal and conflict resolution skills.
- Will be subject to a criminal record check.
- Customer service skills.
- Command of Microsoft Office Suite and overall ability to learn how to use new technology and software important.
- Must have the ability to maintain a flexible schedule as some meetings may necessitate scheduling outside regular business hours.
- A drivers' license is required.

Please submit your resume, along with a cover letter to Carolina Ibarra, Director of Strategic Initiatives and Special Projects [carolina@brightsidehomes.ca](mailto:carolina@brightsidehomes.ca)

Only candidates selected for an interview will be contacted. Thank you.

**About Brightside:**

Brightside Community Homes Foundation is a private-sector non-profit organization that builds and operates affordable housing for seniors, families and people with disabilities. The Foundation now owns and operates 26 properties. All 26 Brightside properties are located throughout Vancouver, including downtown, Kitsilano, Fairview, Kingsway, Grandview Woodlands, Hastings Sunrise, Collingwood-Renfrew and South Vancouver.

Our vision is a future where people of all income levels live in a vibrant and healthy community. Our Mission is to build resilient communities throughout Vancouver with safe and secure homes for those struggling to meet the demands of market housing.