



February 3, 2010

Internal/External Job Posting - #CD26-10-01

**Literacy Plan Mapping Coordinator**  
**Contract Position**

**JOB OVERVIEW**

Working under the direction of the Renfrew-Collingwood Literacy Committee's Mapping Group and the Literacy Outreach Coordinator, the Mapping Coordinator updates extensive community directories of local programs, services and other resources, sets up a system to organize the data and works with City of Vancouver staff to upload the data onto their web-based mapping system, called VanMap.

**ROLES AND RESPONSIBILITIES**

- Communications and outreach to local organizations to verify and update their community listing, including writing correspondence and phone calls and other follow-up
- Creating systems to gather, organize and input data
- Produce a data document template according to City of Vancouver guidelines
- Liaise with City of Vancouver staff to write, design and implement elements of the Renfrew-Collingwood VanMap webpages; become familiar with the formats that the VanMap team uses
- Work with Mapping Group to successfully complete the work

**QUALIFICATIONS**

- Experienced in community outreach and working with multicultural groups
- Ability to work collaboratively with community partners
- Experienced in data entry and in MS Office, including Word and Excel
- Organizational and time management skills and capable of working independently
- Attention to detail and a high level of accuracy
- Good interpersonal, written and verbal communication skills
- Strong organizational and problem solving skills
- Demonstrated ability to document the updating process and train users to update
- Knowledge of the Renfrew-Collingwood neighbourhood an asset
- Experience preferred in developing databases in Access and exporting data into reports

**JOB DETAILS**

**Salary:** approximately \$8,000 for the entire project

**Schedule:** 360 hrs for the entire project to be completed in four to six months, with the possibility of extension based on funding and project needs

**Expected start:** As soon as possible

**APPLICATION PROCESS**

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors equal, first priority will be given to internal and local applicants.

**SUBMIT RESUMES BY: Friday, February 12, 2010**

**Please quote reference #CD26-10-01**

**Attention: Julie Cheng**

Renfrew-Collingwood Literacy Outreach Coordinator

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**NO PHONE CALLS PLEASE!!!**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**