



May 16, 2024
Internal/External Job Posting #CD20A-24-01
Event Co-ordinator
Full-Time, Term Certain (Canada Summer Jobs)

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood (RC) neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview:

The Community Development (CD) Department at the CNH is seeking a passionate individual to join the Arts, Culture and Celebrations team this summer. The position will be split 30 hours/week for 15 weeks supporting Collingwood Days and other CNH programming of the Arts, Culture, and Celebrations Team.

The event co-ordinator will be responsible for supporting the planning, organization, and delivery of community-based arts event leading up to our annual festival Collingwood Days. The festival is a celebration of the diversity of our neighbourhood and brings together artists, Elders, and cultural workers for two weeks of sharing. The event co-ordinator will also support promotion of arts and cultural activities and celebratory events with the CD team. Other existing projects include our Arts workshop for newcomers, movement workshops, sketching in the park, and more.

Responsibilities:

Program Delivery

- Coordinate artists and volunteers and provide guidance as appropriate, under the supervision of the supervisor and mentor
- Help design and host community events, workshops and celebrations to create intergenerational and intercultural connections through art workshops
- Monitor and evaluate progress of work through regular report backs at arts team and community development team meetings.
- Work with the Arts, Culture & Celebrations team to organize Collingwood Days Festival with an emphasis on the arts components of the day,
- Coordinate, engage and mentor a diverse volunteer team including youth-at-risk, seniors, newcomers (immigrants and refugees) and low-income residents in cultural, celebratory, arts and urban agriculture activities

Communications

- Assist with outreach and communications to promote arts programs, community events, celebrations and urban agriculture activities at CNH and in the broader community (including, website, blogs, social media, email, posters)

Administrative & Internal Tasks

- Attend weekly Art team meetings and bi-weekly Community Development department meetings
- Keep up-to-date records and communications with artists, volunteers, participants, and programs delivered
- Perform other tasks as assigned

Eligibility:

This position is funded through the Canada Summer Jobs Program and applicants must meet the specific eligibility.

- Must be between 15-30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

Qualifications:

- Knowledge and passion for arts, social justice, community development, and events production
- Experience working with vulnerable populations, including seniors and newcomers
- Organizational and time management skills
- Strong interpersonal, leadership and communication skills
- Ability to work independently and as part of a team
- Knowledge of community resources and services in Renfrew Collingwood
- Satisfactory Criminal Record Check
- Creative and flexible
- Willingness to work flexible hours including weekends and evenings
- Must be fully vaccinated against COVID-19

Assets:

- Anti-oppression knowledge
- Standard First Aid Certification
- Non-English language skills
- Previous experience in event planning
- Preference will be given to candidates living in the Renfrew-Collingwood neighbourhood

Job Details:

- **Salary:** \$18/hr
- **Schedule:** 32 hours/week. The schedule is flexible and may include some evenings and weekends. Must be available to work on site July 12th and July 20th.
- **Location:** Collingwood Neighbourhood House (5288 Joyce Street, Vancouver)
- **Start Date:** To be determined (15 weeks)
- **End Date:** Aug 30, 2024.

“30 hours per week is considered full-time according to the Canada Summer Jobs program guidelines”

Application Process:

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular

those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

PLEASE SUBMIT RESUME AND COVER LETTER TO:

Carol Mendes

Arts, Culture and Celebration Manager

Collingwood Neighbourhood House

5288 Joyce Street

Vancouver BC, V5R 6C9

Email: CMendes@cnh.bc.ca

Please Quote Reference #CD20A-24-01

CLOSING DATE: May 23, 2024 at 12pm

We thank all individuals who apply for this position and will contact shortlisted candidates directly.
No phone calls please.