



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: contact@froghollow.bc.ca

Newcomer Youth Coordinator (maternity leave coverage)

The Newcomer Youth Coordinator collaborates with a high-energy, client-focused team to deliver exceptional employment and settlement services for local newcomer youth in an exciting cooking and baking program aimed at strengthening community connection, improving employability, and preventing food waste. The Newcomer Youth Coordinator is responsible for planning, operating, and evaluating this program. This position reports to the Coordinator of Drive Youth Employment Services. This is a fixed term, part time maternity leave coverage starting January 31, 2022, until March 31st, 2022, with possibility of extension. Hours for this position are negotiable, at a minimum of 23.5 per week.

Our work is centered around inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

Position: Newcomer Youth Coordinator

Starting Salary: \$24.42-25.82 per hour depending on experience

Days + hours of work: Minimum 23.5 hours per week, more hours could be negotiated

Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.

Responsibilities:

- Support the Coordinator of Youth Employment Services and Frog Hollow's settlement staff to design and plan the program, then coordinate delivery and evaluation of the program
- Recruit 1 or more additional eligible newcomer youth to participate in the program
- Support youth 1:1 and in small groups via collaborative cooking sessions, and/or settlement based workshops on topics such as employment, mental health and wellness, and local resources
- Liaise with project partners to schedule food delivery if applicable to sessions
- Provide wrap-around employment, settlement, and community support to all youth participants
- Support the Coordinator of Youth Employment Services to connect newcomer youth with local employment opportunities
- Maintain up to date client information in databases per funder requirements
- Complete quarterly and annual reports per funder requirements
- Maintain excellent program standards; conduct program evaluations and monitor targets
- Purchase program supplies within approved budget
- Participate in departmental and all-staff meetings, and team meetings as required
- Other duties assigned by Supervisor

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Qualifications and Requirements:

- Valid FoodSafe Certification Level 1 if conducting cooking sessions
- Knowledge and experience in kitchen settings an asset if conducting cooking sessions
- Post-secondary degree or diploma in child and youth care, social work, employment counselling, settlement work, mental health support work, or related field
- Minimum 2 years of experience working with newcomer youth ages 16-30
- Minimum 2 years of settlement services experience
- Ability to communicate inter-culturally and comfortable working in a fast-paced multi-cultural setting
- Ability to build relationships with local businesses and youth service providers
- Ability to implement community-based research as required
- Excellent administrative skills including database management and report writing
- Broad knowledge of community resources available for newcomers
- Able to lift large quantities of food and equipment as required
- Second language an asset
- Valid Class 5 Drivers Licence and access to a vehicle is an asset, but not required

Please send your resume and cover letter as one PDF document, quote “Newcomer Youth Coordinator” in the email subject and apply to Rosie Forth, Coordinator, Drive Youth Employment Services at rosie@froghollow.bc.ca. Position will be open until filled. Only short-listed candidates will be contacted.

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