



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

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Coordinator, Drive Youth Employment Services

The Coordinator of Drive Youth Employment Services leads a high energy, client-focused team to deliver exceptional youth employment services in Northeast Vancouver. The Coordinator is responsible for the overall coordination and oversight of the **Drive Youth Employment Services** centre, as well as the supervision of certain youth settlement programming and administration related to settlement funding. **Drive Youth Employment Services** (2106 Commercial Drive) provides employment services and supports to youth between the ages of 16 and 30. This includes WorkBC employment services and a drop-in resource centre, alongside complementary youth programs geared towards employment preparation and wellbeing. This position reports to the Acting Director of Youth Services and Communications.

Position: Coordinator, Drive Youth Employment Services

Hours: Full-Time 35 hours per week, Monday to Friday

Term: Fixed term position starting ASAP and ending January 1, 2024 with the possibility of extension.

Starting Salary: \$31.20-\$32.85 hourly (PC2, ANHBC Wage Grid), commensurate with qualifications and experience.

Start Date: ASAP

Responsibilities:

- Manage the ongoing daily activities of the **Drive Youth Employment Services** centre.
- Responsible for ensuring that program mandates and targets are met or exceeded.
- Oversee Drive Employment and settlement program staff including interviewing, hiring, training and daily management.
- Mediate and support staff with any issues that arise.
- Oversee monthly reporting and invoicing to the Vancouver Northeast lead contracting agency (MOSAIC), including working within the Integrated Case Management system (ICM) and correspondence related to daily operations.
- Manage and report on program budgets, including those related to IRCC funding.
- Responsible for general office management, including office supplies and equipment, processing invoices, and overseeing daily expenses.
- Responsible for ensuring centre safety for both staff and clients, including scheduling adequate staff coverage in the office.
- Build and maintain community partnerships.
- Data quality assurance within the Integrated Case Management (ICM) system.
- Understand and implement policies and procedures of the WorkBC Employment Services model.
- Collaborate with lead organization and other partner providers to deliver a seamless service experience for clients.
- Assist with developing funding proposals and managing agreements related to Frog Hollow's settlement department.
- Other duties as required by Supervisor.

Creating Our Community Together



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Qualifications:

- Motivated, enthusiastic individual with experience in youth employment services, particularly with youth with multiple barriers to employment aged 16-30.
- Experience in WorkBC is an asset.
- Post secondary education, degree or diploma in child and youth care, social work, career development, employment counselling or related field. CCDP an asset.
- At least 1 year of experience supervising, managing and motivating staff.
- Excellent organizational skills and ability to effectively perform administrative tasks, including adhering to a project budget.
- Strong interpersonal, cross-cultural, written, and verbal communication skills, and experience with marketing and building community relationships.
- Proven ability to build relationships with businesses, service providers, community members and funding partners.
- Experience developing reports, ability to support with the development of funding proposals is an asset.

Please quote "Coordinator" in the email subject, combine your cover letter and resume into one PDF, and apply to **Rosie Forth, Acting Director of Youth Services and Communications** at rosie@froghollow.bc.ca. Applications will be accepted on a rolling basis until the position is filled. Only shortlisted candidates will be contacted.

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on 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.

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.



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