



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

Communications Coordinator Job Posting

The *Communications Coordinator* works largely independently to provide communications and support accessing training to professionals working with children 0-6 and their caregivers across BC. This position involves hosting and organizing training events, it does not provide the training itself. Support is provided to staff working in Public Health Agency of Canada funded children's programs. This includes the Community Action Program for Children (CAPC), the Canada Prenatal Nutrition Program (CPNP) and Aboriginal Head Start (AHS), and coordination and oversight of 6+ regional training events across BC.

This is a hybrid position to start, working remotely and in person at Frog Hollow, but can transition to entirely remote work if desired once the candidate is trained.

Hours:	32 hours per week
Salary Range:	\$26.68-\$28.08/hour, with a competitive benefits package
Start Date:	ASAP preferred, start date negotiable

Responsibilities

Regional Training Events

- Convene and work with Regional Advisory Committees to plan and oversee the training events, including coordinating calls and taking/distributing meeting minutes.
- Provide overall support for 6+ regional training events across BC. This includes researching and securing speakers and venues, developing itineraries, coordinating A/V needs, and following up on region-specific requests.
- Provide support to Onsite Regional Coordinators and/or attend in person events.
- Coordinate and host online training events, introducing presenters/facilitators and troubleshooting issues for attendees
- Develop a registration package and oversee all aspects of event registration
- Develop evaluation forms and compile results
- Distribute certificates of attendance

Other

- Post periodic updates to Frog Hollow social media, as required
- Co-chair bi-monthly calls with CAPC Coordinators across BC, including taking notes and distributing to all coordinators
- Maintain relationships with various groups/agencies, including BC CAPC Society, BCAPOP and The National Network of CAPC/CPNP Project Leads.
- Prepare annual reporting tool for submission at the end of each fiscal year
- Forecast spending and adhere to detailed budget, in consultation with Director of Youth Services and Communications, and PHAC Project Officer

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Qualifications

- Excellent administrative skills and organizational skills, including the ability to multi-task in a dynamic environment and work independently
- Excellent communication skills, including the ability to moderate conference calls and communicate with professionals from various backgrounds, and host attendees at in-person and virtual events with warmth and hospitality
- Experience planning conferences and/or events for 50+ attendees
- Skilled with digital tools including Word, Excel, Survey Monkey, Squarespace, Constant Contact, Eventbrite, Facebook and Zoom
- Ability to travel within the province to host up to six in-person training events each year
- Ability to communicate interculturally and maintain excellent communication while working remotely
- Knowledge of CAPC, CPNP and AHS programs is a strong asset
- Education or work experience in one or more of the following fields would be a strong asset:
 - Communications
 - Social work/Human Service work
 - Event planning
 - Early Childhood Education
 - Health Promotion

Please quote "Communications Coordinator" in the email subject and apply to Rosie Forth, Acting Director of Youth Services & Communications at rosie@froghollow.bc.ca with your application in one PDF file. Applications will be accepted on a rolling basis until the position is filled. Only short-listed candidates will be contacted.



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