



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

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‘YES CHEF!’ Coordinator

The ‘YES CHEF!’ Program 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 ‘YES CHEF!’ Coordinator is responsible for planning, operating, and evaluating this program, together with a Youth Programmer. This permanent part time position reports to the Youth Settlement Coordinator and requires a combination of in-person work at Frog Hollow Neighbourhood House, Sunrise Welcome Place, and in the community.

Starting Salary: \$26.68-\$29.56 per hour depending on experience, ANHBC Band P7

Hours: 28 hours per week

Responsibilities:

- Support the Youth Programmer to design, plan, deliver and evaluate the program
- Coordinate recruitment of eligible newcomer youth to participate in the program
- Oversee the delivery of collaborative cooking sessions, and settlement based workshops on topics such as employment, mental health and wellness, and local resources
- Liaise with project partners to provide employment placements and other resources for youth
- 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

Qualifications and Requirements:

- Post-secondary degree or diploma in child and youth care, social work, employment counselling, settlement work, mental health support work, or related field
- 2+ years of experience working with newcomer youth ages 16-30
- 2+ years of settlement services experience
- Knowledge and experience in kitchen settings
- Ability to communicate interculturally and comfortable working in a fast-paced multi-cultural setting
- Ability to build relationships with local businesses and youth service providers
- Excellent administrative skills including database management and report writing
- Broad knowledge of community resources available for newcomers
- Second language an asset

Please quote “YES CHEF Coordinator” in the subject line, and email a resume and cover letter in one PDF to rosie@froghollow.bc.ca. Applications will be accepted on a rolling basis. Only short-listed 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.

Creating Our Community Together