



## Emergency Preparedness and Response Project Lead

Contract Position: February 1 – June 30, 2023

Part Time Hours: 17.5 per week

Compensation: \$22.90/hour + benefits

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

### **Job Description:**

The successful candidate will be responsible for assisting with the development and delivery of the Emergency Preparedness and Response Project under the direction of the Seniors Program Coordinator at Gordon Neighbourhood House. The Emergency Preparedness and Response Project is an innovative new volunteer-led community initiative that distributes information, resources, and tools to prepare higher-needs seniors in the West End for a range of weather advisories and emergencies. The ideal candidate will be passionate about developing supportive systems for seniors and will assist with volunteer recruitment and training, project facilitation, administration, and reporting.

The successful candidate will be expected to maintain a high-level knowledge of resources, best practices, and policies relevant to seniors, while working collaboratively with the seniors' team to plan, organize, deliver, and evaluate the project. Opportunities for networking and training will be provided.

### **Key Duties and Responsibilities**

- Assist with planning, organizing, delivering and evaluating the Emergency Preparedness and Response Project in accordance with goals and outcomes provided by the funder;
- Work collaboratively with local organizations, emergency services agencies, community groups, volunteers and partners to ensure the Emergency Preparedness and Response Project builds on local assets and responds effectively to community needs;
- Organize resources, including human (volunteer), financial and other resources in order to achieve the goals and outcomes of the Project;
- Assist with monitoring and reporting on project goals/outcomes, including collecting statistics and contributing to databases;

*Gordon House serves communities living on the unceded territory of the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.*

- Build relationships and maintain communication with project stakeholders, community partners, health partners and service providers;
- Support program enrolment and marketing;
- Work alongside the Volunteer Coordinator to promote a strong volunteer presence.

## Qualifications

- Minimum 1 year of related experience, or an equivalent combination of training
- Minimum 1 year of experience supervising volunteers or interns preferred;
- Experience working in a community organization preferred;
- Strong public speaking and community engagement experience, or willingness to learn;
- Excellent organization skills
- Strong written communication abilities;
- Excellent computer skills, including proficiency in Microsoft Word, Excel, Outlook
- Ability to work in a team environment and independently
- Self-motivated and directed, ability to manage time efficiently
- Ability to demonstrate discretion and confidentiality when interacting with vulnerable population
- Second language an asset
- Driver's License an asset
- Consent to and complete a criminal check

We are an inclusive and equitable employer with a positive work environment. To apply for this job, please submit your application through Indeed or email us your resume and any supporting documents with **Emergency Preparedness and Response Project Lead** in the subject line by February 10, 2022. A cover letter or email describing your interest in highly recommended.

Please E-mail or fax resume and cover letter to (NO PHONE CALLS PLEASE):  
welcome@gordonhouse.org

**\*\*We thank all applicants; however only those short-listed will be contacted\*\***

**\*\*Must be eligible to work with children in Canada\*\***

Only those short-listed will be contacted

Closing date: As soon as position is filled