



# Mount Pleasant Neighbourhood House

800 East Broadway Vancouver BC Canada V5T 1Y1

MPNH T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org

## Youth Programs Lead

Posted: May 5, 2022 Closing: May 16, 2022

The **Youth Programs Lead** is responsible for 1) helping coordinate MPNH youth and young adult programs (with a specific focus on newcomers); 2) directly facilitating youth and newcomer youth programs at MPNH and offsite at partner locations; 3) leading the day-to-day operational and administrative tasks needs for the Youth Team, and 4) assisting with the operational and administrative needs of the Newcomers Team.

The position reports to the Manager of Newcomer and Youth Services, with whom this position works closely with. The position is also a part of the Youth Team, Newcomers Team, as well as area-specific working groups within MPNH. It is an active and dynamic position as it includes an outreach and community engagement component, and will also be involved in MPNH and community-wide special events and initiatives.

**The ideal candidate is someone who thrives in a fast-paced environment, enjoys a public-facing role, connects easily with youth and community members, is skilled in facilitating programs, and takes pride in ensuring that operational and administrative functions are well-maintained to help enhance the quality of our programs and services.**

### Responsibilities

- Outreach to newcomer youth and young adults who may be in need of community services and programs, as well as outreaching for MPNH.
- Provide needs assessments, information and referral, advocacy and orientation to newcomer youth and young adults, and work within a team to support youth and young adult personal and professional development.
- Work with colleagues and team members to implement, facilitate and evaluate appropriate programs, services, and initiatives for youth
- As the Youth Programs Lead, oversee the Youth Team's record-keeping, administrative and reporting tasks to ensure funding and reporting requirements are met.
- Be the administrative support for the Newcomers Team, supporting with record keeping, data collection to ensure funding and reporting requirements are met.
- Support the Youth Team and Newcomers Team with evaluation procedures.
- Establish and maintain partnerships with other organizations and community agencies to broaden the impact of MPNH for youth and young adults in Mount Pleasant.
- Collaborate and participate in MPNH and community-wide events that support community building and development.





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## Qualifications

- **Proof of full vaccination is required.**
- **Oral and written proficiency in English and a second language is highly desired** (such as Tagalog, Mandarin, Arabic, Spanish, Vietnamese or Farsi) to meet the linguistic needs of our community.
- **A Class 5 Driver's License is required for this position**, as this role will be out in community facilitating programs, doing outreach and recruitment for Youth Programs and for MPNH overall, and is responsible for program supplies management and inventory maintenance.
- **Class 4 Driver's License is strongly desired and MPNH will support and fund the employee to obtain a Class 4's Driver's License.**
- Strong time management and organizational skills.
- Strong communication, interpersonal and problem-solving skills and the ability to thrive in a dynamic and fast-paced work environment.
- Demonstrated ability to work in a diverse environment, with individuals and communities of all backgrounds and abilities.
- Demonstrated understanding of and commitment to diversity, inclusion, and equity.
- Strong digital literacy skills and proficiency with Office 365, Microsoft Teams, SharePoint, Zoom, and online marketing platforms such as Canva.
- Post-secondary education in child and youth care, recreation, psychology, counseling, social work, and/or community services.
- Minimum two years' recent work experience working directly with youth and young adults
- Experience, knowledge and skills in program/workshop development, program marketing and outreach, implementation and evaluation, youth skills development, peer training, individual case management, and group facilitation.
- In-depth knowledge of community resources available for newcomer youth and young adults and understanding of Canadian immigration and child/youth welfare policies and laws.
- Successful completion of a criminal records check is required.
- First Aid Certificate and Food Safe Certificate or willingness to obtain.
- Ability to work flexible hours such as evenings and weekends.

**Terms:** This is a full-time position (35 hours a week) for a 6-month period, but with a high likelihood of extension.

**Salary:** Starting hourly rate from \$24.42-\$27.29 (Band 8 of ANHBC's salary grid) – based on qualifications and experience.

Please submit a cover letter, resume and 3 references to [tiam@mpnh.org](mailto:tiam@mpnh.org) addressed to Thanh Lam, Manager of Newcomer and Youth Services no later by Monday, May 16<sup>th</sup>, 2022, 11:59 PM PST.

*MPNH is a non-profit, community-based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on MPNH please visit [www.mpnh.org](http://www.mpnh.org).*



Association of Neighbourhood  
Houses of British Columbia

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