



**Internal/ External Job Posting-
Project Coordinator, Building Community Capacity Program
One Year Contract Position**

Are you looking to be part of an organization with a vision of a healthy and inclusive community where individuals and families can thrive? Burnaby Family Life has been changing lives for over 50 years and we want you to join our team!

We are looking for a Project Coordinator to lead the work of the Building Community Capacity Program Initiative. This role will also support the work of Burnaby Family Life and the BIPT / Burnaby LIP.

We are proud to offer an extensive benefits package...

- 100% Employer Paid Comprehensive Extended Health and Dental Coverage
- Paid Professional Development Opportunities
- Employee Assistance Plan
- Minimum three weeks vacation for full time employees
- Generous Sick Time
- Group Life Insurance
- Travel Insurance
- Group RRSP Plan with Employer Contributions

What this role will do:

- Develop and implement all aspects of the Building Community Capacity Project including coaching sessions, project work plan monitoring, and logistics arrangement with multiple stakeholders.
- Lead the review of the existing Faith Directory.
- Lead the organization, analysis, presentation, and distribution of project information in accordance with the project work plans.
- Monitors and tracks performance indicators related to the project.
- Oversees financial aspects of the project, including purchasing and reconciliation of the budget.
- Coordinate trainings with facilitator/trainer and materials required.
- Supports volunteers who participate in project activities.
- Identify marketing materials needed, develop strategies and give clear directions to the communications team
- Engage diverse community groups including faith groups, Indigenous, Black, and racialized communities, this includes the scheduling of tours and organization of community dialogues, meet with diverse range of leaders.
- Develop the updated Interfaith Directory

- Coordinate Interviews and focus groups of Indigenous, Black, and racialized Youth to collect stories of belonging addressing racism and discrimination
- Coordinate the training of Indigenous, Black, and racialized community organizations and faith groups on how to address racism and discrimination.
- Prepare a final report for the project
- Provide strategic support on all special initiatives that support the bridging of BIPT, BFL and EDI work in the community.
- Identifies potential opportunities to support sustainability plans for the project
- Support the collection and analysis of data across BFL as it pertains to EDI work in the organization.
- Lead the inputting of the Interfaith Directory into custom Google maps and prepare final documentation for mapping plans.

Qualifications & Experience:

- Post-Secondary education in Social Sciences or related discipline
- Experience in project coordination, preferably for immigrant communities
- Experience working in the immigration and settlement sector
- Experience in grant writing an asset
- Knowledge of basic accounting such as budgeting, purchasing and reconciliation
- Knowledge of resources for newcomers and immigrants and knowledge of diversity, inclusion, and anti-oppression framework

Job Skills

- Excellent organizational and time management skills
- Excellent computer skills in MS Office suite
- Strong skills in Canva
- Excellent social media usage skills
- Excellent written and oral communication skills
- Excellent interpersonal and relationship management skills
- Ability to connect, engage, build relationships, and work with volunteers

Reports to: Program Manager BIPT/Burnaby LIP

Location: Work arrangement will be a combination of onsite and remote work (as allowed).
Onsite location will be 2101 Holdom Avenue, Burnaby

Hours: 35 hours weekly. Occasional evenings and weekends as needed for events and meetings

Wage: \$35.29/hourly

Benefits: Eligibility for group benefits upon completion of 90-day probation

Start Date: Effective immediately

Please forward your resume to: bfl_info@burnabyfamilylife.org with subject line Project Coordinator, Building Community Capacity Program

Closing date: until filled

Only shortlisted candidates will be contacted.