
Community Navigator Reframing Marpole Initiative 2024

Internal/External Job Posting

Marpole Neighbourhood House (MNH) is a community-based organization, located on the unceded territories of the Coast Salish people, that focuses on connecting people and strengthening the neighborhood of Marpole. We are seeking a **Community Navigator** to support the team at MNH to engage with residents in underserved parts of the community in new and unique ways. This is a new position that will contribute to MNH's strategic directions and specific priorities related to **"Reframing Marpole"** and **"Building Resilient, Inclusive Communities"**.

Duties and Responsibilities

The Community Navigator will support the Community Developer and work with the Reframing Marpole team in the following ways:

- Identify events that are happening in the neighbourhood; set up information booths, deliver information sessions to showcase MNH and **"Reframing Marpole"** initiatives;
- Increase resident awareness and involvement in planning processes that impact the neighbourhood;
- Assist in the development of campaign materials (flyers, google/Facebook ad, twitter, Tiktok) and survey questions in the languages of the underrepresented population in Marpole (Cantonese, Mandarin, Punjabi, Tagalog, Spanish, Vietnamese, Arabic);
- Organize community events;
- Facilitate dialogues and community engagement processes that will deepen the shared understanding of the issues at hand;
- Engage with diverse communities: Indigenous leaders and residents, racialized and underrepresented neighbours;
- Work alongside the Community Developer and reframing team in tracking and reviewing engagement analytics, including social media, email marketing, media, program registrations to inform quarterly updates and marketing strategy;
- Assist in the recruitment and orientation of Engagement Volunteers and Advisory Committee Members;
- Identify hubs for community engagement activities and post flyers (neighbourhood stores and restaurants, churches, thrift stores, BC Housing).
- Support residents of equity seeking groups to navigate various community, government and social serving systems by providing skill building, filling out forms and other applications to services.

Qualifications:

- Completion of a high school and a post secondary program in relevant discipline and combined with 1-2 years of work experience in community development, navigation and engagement;
- Familiarity and comfort with community-based development practices;

- Excellent writing skills, ability to produce anecdotal/activity reports and manage collected data;
- Excellent communication skills; be fluent (written and verbal) in English and a relevant second language; Tagalog, Punjabi, Vietnamese, or Chinese;
- Strong abilities to facilitate neighbourhood asset mapping, engage diversity community members and synthesize their feedback;
- Excellent computer skills and experienced in managing and creating digital content for social media;
- An adaptable problem solver, comfortable fostering a collaborative environment among program teams and stakeholders, who sometimes have divergent interests;
- Knowledge of anti-oppression, anti-racism, systems change and strength-based approaches.

Employment Terms:

This is a one-year, part time position (25/week). April 1 2024- March 31, 2025. Possible extension of position dependent on renewed funding. Flexible hours with ability to work from home when needed. Some evening and Weekend are to be expected.

Compensation: \$22.90-\$25.38/hour (based on skills and experience) + benefits package

To Apply:

The Association of Neighbourhood Houses of BC 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 reflect our commitment to our staff and their families. Please note that a criminal record check must be successfully cleared.

All qualified individuals are encouraged to apply, with subject line **“Community Navigator”** by **11:59pm on February 10, 2024**

Please email your cover letter and resume in confidence to:

Nilda.borrino@marpolenh.org

Executive Director, Marpole Neighbourhood House

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Marpole Neighbourhood House is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəʔəm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓il̓wataʔ/Selilwitulh (Tseil-Waututh) Nations.