



JOB POSTING - BUILDING RESILIENT NEIGHBOURHOODS

POSITION(S): Program & Curriculum Designer; Resilience Facilitator

LENGTH: May 2022 –May 2023 with potential for renewal

HOURS PER WEEK: Flexible, 10-35 hours week

PAY: \$35-50/hour, based on experience

APPLICATION DEADLINE: April 24, 2022

[Building Resilient Neighbourhoods](#) (BRN) is a collaborative initiative that has been fostering place-based resilience in British Columbia since 2012. Our work is about strengthening communities' abilities to prepare for and proactively adapt to social, economic, and environmental changes and challenges, in ways that build stronger, more connected neighbourhoods where everyone's basic needs are met. Our primary focus is on **growing social connections and fostering mutual aid among neighbours.**

The Opportunity

The BRN team is engaged in constantly evolving projects and has a collaborative working style that's respectful, fun, creative, hard-working, and effective. We're looking for someone to join our team to assist with and sometimes take leadership on a variety of upcoming projects, as well as provide internal support to help BRN manage growth and opportunities. We are interested to hire either **one full-time or two part-time contractors** to fill these roles. Much of our work currently occurs in Greater Victoria and Vancouver, so residence in one of these locations is a definite asset (with a preference for Victoria). Other tasks can and sometimes must be done online remotely.

The ideal candidate is a flexible, adaptive, creative self-starter who also thrives working collaboratively with our team and a diverse range of community members and partners. Some of the work requires flexibility with respect to work hours; for example, meetings with neighbour groups often take place on weekends or evenings. **Let us know exactly where your interests, skills, and availability match with our needs!**

The Roles

Currently, we have two primary roles available, and these could be done by two different people or one highly skilled and motivated person.

1) PROGRAM & CURRICULUM DESIGNER

- **Development of a curriculum** (based on and expanding from our existing materials) that will train leaders to deliver [Connect & Prepare](#) to groups of neighbours in their communities.
- **Design and development** of a new mutual-aid program focused on Intergenerational Neighbourly Supports for Aging in Place.

Key Tasks for the Program/Curriculum Designer

- Work with the BRN team and our partners to adapt our existing Connect & Prepare program and materials to suit a wider range of audiences, and include different program lengths, Do-It-Yourself components, and analog and digital materials.
- Develop Connect & Prepare modules and materials more specific to climate resilience, and with a strong focus on extreme heat and seniors.
- Work with the BRN and our partners at [Hey Neighbor Collective](#) to lead research, program design, and development of materials for a new mutual-aid program focused on Intergenerational Neighbourly Supports for Aging in Place.

2) RESILIENCE FACILITATOR

- Organization, facilitation and management of our core programs including Connect & Prepare, Resilient Streets, or other mutual-aid programs with community partners, landlords, property managers, and groups of neighbours in the Victoria area. Note the facilitator will be required to work in Victoria for in-person program delivery from May-July 2022 at a minimum.
- **Coordination and facilitation of a** “train the trainer” program and a linked Community of Practice for other BC communities interested in delivering Connect & Prepare and other BRN initiatives.

- **Participation** in the Hey Neighbour Collective partnership of institutions, businesses, governments, and organizations growing social connectivity in multi-unit rental buildings.

Key Tasks for the Resilience Facilitator

- Plan, organize, and facilitate online and in-person events, trainings and workshops for community groups and organizational partners, and provide micro-grants and coaching support to participants.
- Facilitate and participate in communities of practice, and develop and maintain partnerships and collaborative relationships with organizations and businesses, and assist with fundraising efforts.
- Manage program documentation, communication and evaluation (e.g. applications, approvals, communications, surveys, reporting).
- Provide general administrative and logistical support to the BRN team, help with promotions, outreach, and engagement efforts, and participate in team development and learning.
- And other projects and possibilities as they emerge!

Relevant Education, Experience or Skills

- Substantial **professional or volunteer experiences** in related roles and/or education in a related field (e.g. community development, adult education, community planning, geography, environmental activism, public health)
- **Program coordination, project management, and evaluation**
- **Facilitation** of groups of diverse people (e.g. often including older adults/seniors newcomers and immigrants, or living with disabilities) and community partners (e.g. government/ decision-makers, community-based organizations)
- **Design and delivery of presentations, workshops and curricula** in person and online
- **Development, design, and implementation of community engagement tools and community development programs**, along with ability to maintain collaborative partnerships
- Excellent **verbal and written interpersonal communication**; Ability to develop materials to communicate complex information in clear and concise language appropriate for diverse audiences

- Strong **administrative skills** and a keen attention to detail; experience in virtual organization of files, communications, and other administrative functions
- Comfort with a variety of **online tools** including some/all of MS Office, Google Suite, Slack, social media, Wordpress, SurveyMonkey, Mailchimp, Dropbox, Mural and Zoom.
- Ability and comfort with balancing priorities and self-managing multiple tasks/projects/deadlines.
- Passion for what we do!

Additional Assets

- Communications experience including social media, writing for web
- Graphic design
- Participatory, quantitative and qualitative research, including literature reviews, data analysis and synthesis of themes
- Program evaluation, including developmental learning and evaluation
- Proposal and report writing
- Knowledge or experience in the areas of emergency preparedness, community resilience, climate resilience, social connectedness and working with seniors

BRN enthusiastically supports diverse representation and access. Candidates from Indigenous, Black, racialized, LGBTQIA2S+, newcomer, refugee, people with disabilities, or other equity-seeking communities are encouraged to self-identify in your application.

Work Environment

Our team meets in-person periodically, depending on the project, or if we're actively delivering in-person workshops. But much of our day-to-day work is done remotely via videoconference, email and phone. Comfort and competence with a remote work environment is essential.

The successful candidate will be expected to provide their own workspace and equipment (including computer, phone, internet).

How to Apply

When applying, please tell us which of the two above-described part-time roles you are interested in, or if you feel that you have the skills and full-time availability to do both roles. Please submit your resume, cover letter and references **no later than April 24th** to info@resilientneighbourhoods.ca.

Shortlisted candidates will be contacted by May 2, and interviews will take place between May 2-10.