



JOB POSTING

BUILDING RESILIENT NEIGHBOURHOODS

POSITION(S): Facilitator of Partnerships & Programs

LENGTH: 1 year contract, November 2024 –October 2025 with potential for renewal

HOURS PER WEEK: Flexible, 15-30 hours week

PAY: \$50-70/hour based on skills and experience (contract rates in lieu of benefits)

APPLICATION DEADLINE: October 10th, 2024

[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 current focus is on **growing social connections and fostering emergency preparedness, mutual assistance, and shared resilience among neighbours**. Our core "Neighbour-to-Neighbour" (N2N) programs include [Connect & Prepare](#) and [Neighbours Helping Neighbours](#), and we also provide training and coaching to our delivery partners and facilitate a growing Community of Practice. Our partners include [Hey Neighbour Collective](#) and an expanding array of government agencies, community organizations, housing operators, and others.

The Opportunity

The BRN team is engaged in constantly evolving projects and has an entrepreneurial, experimental culture along with a collaborative working style that's respectful, fun, creative, hard-working, and effective. We're looking for a skilled and experienced community engagement leader to join our team in a senior role to assist with and take leadership on a variety of ongoing projects, as well as provide internal support to help BRN manage growth and opportunities. While this is posted as a one year contract position, we hope that this will evolve into a long-term role with someone who is equally as passionate about this work as we are. 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.

Historically, BRN has focused largely on direct delivery and facilitation of our programs with community groups and other partners. While we still do some direct program delivery which this position supports, the Facilitator of Partnerships and Programs will play a key role in managing and supporting our evolving collective impact approach, where we now train and support a growing network of partners to deliver neighbour to neighbour resilience programming in their communities.

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 may take place on weekends or evenings.

Let us know exactly where your interests, skills, and availability match with our needs!

The Role

We are currently seeking a Facilitator of Partnerships & Programs. Primary tasks in this role may evolve dynamically in response to developing circumstances, but generally may include:

- Work with the BRN team and our partners to continue to adapt our N2N programs for a wide range of audiences, formats, and delivery circumstances, assist in the development of new N2N programs, and facilitate delivery of our N2N programs to groups of neighbours.
- Design, organize, and facilitate online and in-person events, trainings and workshops, and provide training and coaching support to our partners.
- Work with BRN and our partners at [Hey Neighbor Collective](#) on research, program design and evaluation, materials development, and Community of Practice facilitation.
- Manage partner relations within our collective-impact model, support partners in their efforts to provide N2N programs in their communities, and participate in collective learning.
- Provide project management and team management to BRN, including managing programs and program documentation, internal and external communications, and evaluation, and providing general administrative support to help with promotions, outreach, and engagement efforts.

- Help develop and implement innovative fundraising approaches as we seek new ways to sustain and expand our work.
- Engage in other projects and possibilities as they emerge!

Relevant Education, Experience or Skills

- Substantial **professional and/or volunteer experiences** in related roles and/or education in a related field (e.g. community development, adult education, community planning, geography, environment, public health)
- Strong **facilitation experience** including action planning and participatory decision-making with groups of diverse people (e.g. often including older adults/seniors newcomers and immigrants, or people living with disabilities) and community partners (e.g. government/ decision-makers, community-based organizations)
- **Program coordination, project management, and evaluation**
- **Design and delivery of training, workshops, curricula and other learning events** 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 deliver presentations and develop materials to communicate complex information in clear and concise language appropriate for diverse audiences
- Strong **organizational and 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

- Graphic design

- Communications experience including social media, writing for web
- 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
- Participatory, quantitative and qualitative research, including literature reviews, data analysis and synthesis of themes
- Fundraising skills and experience

BRN enthusiastically supports diverse representation and access. Candidates from Indigenous, Black, racialized, LGBTQIA2S+, newcomer, refugee, people with disabilities, or other equity-deserving 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 how you see your education, skills, and experience interfacing with BRN's work and needs. Please submit your resume, cover letter and references **no later than October 10th**, to info@resilientneighbourhoods.ca.

Shortlisted candidates will be contacted by October 15th, and interviews will take place between October 15-25th.