



McLaren Housing Society of British Columbia

Job Title: Summer Student Program – Community Engagement Coordinator

Introduction

Founded in 1987 McLaren Housing Society of B.C. (MHS) was the first HIV/AIDS housing provider in Canada. From a private residence offering accommodation to 5 people the organization has expanded to provide a variety of innovative affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland. McLaren works with a diverse clientele including those with disabilities, chronic health issues and the vulnerable population. Many identify as LGBTQ2 and a significant portion of clients are immigrants with varying social experiences. All live with a stigmatizing and marginalizing long term episodic health issue.

Purpose of the Position

The Community Engagement Coordinator is responsible for coordinating and organizing the agency's involvement in various community events throughout the summer months. These events are vital in expanding MHS's profile in the wider community, increasing awareness of our programs, and reducing the ever present stigma of being HIV+. The position is fulltime (30 hours/week) and based at Head Office 649 Helmcken Street, Vancouver. The Community Engagement Coordinator reports to the Executive Director who has responsibility for all operations of the agency including community relations.

Responsibilities:

- Coordinate the agency's annual Pride Parade Float in conjunction with local business sponsors, volunteers and staff.
- Coordinate the agency's attendance at local events such as Car Free Days and other community gatherings across Vancouver.
- Assist the Executive Director and MHS contracted event planner with all aspects of Sparkle 2018 (annual fundraiser) including connecting with local businesses, sponsors and staff to ensure a successful event.
- Manage the agency's social media profile including Facebook, Instagram and Twitter accounts. Create media releases as required.
- Create a list of contacts and volunteers who can attend community gatherings and promote MHS programs and services to the wider community.

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

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- Create a database for current and past donors to enable the agency to consolidate information for future community initiatives.
- Assist staff with formulating information materials and create resource packages for use at public events such as World AIDS Day.

Skill Set:

- Demonstrated experience and an interest in event planning and marketing with the ability to organize and prioritize.
- Demonstrated experience in managing social media accounts including Facebook, Instagram and Twitter.
- Demonstrated experience, interest and an understanding of project management.
- Demonstrated understanding of the housing challenges facing marginalised communities notably people living with HIV/AIDS, mental illnesses and other health challenges.
- Ability to communicate effectively, both verbally and in writing with a strong attention to detail.
- Extensive experience with Excel, Word and office software in general.
- Ability to work independently and in cooperation with others as part of a team.
- Ability to establish and maintain rapport with others in the LGBTQ2 and HIV community.

Remuneration: \$19.00/hour for a 30hr week. Hours of the work week to be negotiated, but with some flexibility, as evenings and/or weekend work will be required.

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to jobs@mclarenhousing.org or by fax to 604-669-4092. Closing date is Friday May 18th, 2018 at 12 noon.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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