



## CONNECTED COMMUNITIES COORDINATOR

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. The UNA offers recreational services such as arts, fitness, music, educational and social programs and events for all age groups at the Old Barn and Wesbrook Community Centres.

### About the role:

This position provides recreational and educational programs to enhance community wellbeing for UBC Inspired residents including those who live in UBC student housing, Acadia Park family housing, and in the five neighborhoods of the UNA. This position will develop, coordinate and deliver programming that focusses on three key areas: inclusion and accessibility, connection through events and programs, and community empowerment and outreach.

### Goals:

1. Develop and deliver quality events and programs for UNA, UBC and Acadia Communities
2. Effectively coordinate programming and events in the delivery of special projects including Walk and Roll, Project 529, etc.
3. Remain an advocate for safe and connected communities throughout the UBC Point Grey Campus

### About you:

- Degree or Diploma in Education, Human Kinetics, Recreation, Community Planning or Development and/or Leisure Services is preferred.
- Minimum of 2 years of experience of coordinating cultural, recreation, sport or community leisure services.
- Experience in developing community programs and event management is required.
- Experience in community engagement will be considered a benefit.
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature including appreciation of the sensitivity of political issues affecting the UNA.
- Knowledge of registration-based systems Xplor Recreation or ActiveNet is an asset.
- Successful completion of a criminal record check.

### Job Particulars

- Salary: \$45,000 - \$50,000 depending on experience
- Full-time, term position (renewed on an annual basis every April)
- Mon- Fri, 35 hours per week. Evening and weekend work as required.
- Expected start date: January 2, 2025

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by **December 1, 2024** to [josie.chow@myuna.ca](mailto:josie.chow@myuna.ca).

For more information on the UNA, and to view the detailed job description visit [myuna.ca/careers](https://myuna.ca/careers).

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.