



**LITTLE MOUNTAIN**  
NEIGHBOURHOOD HOUSE  
NEIGHBOUR HELPING NEIGHBOUR

## LMNHS Food Hub Communications & Events Coordinator

### Employment Terms

- Job Type: Term Position
  - 35 hours/week
  - Start Terms: May 12 and June 30 (or July 7)
  - End Terms: 8 weeks
  - Salary: \$20.00/hour plus 6% vacation pay
  - We have 2 positions funded by Canada Summer Jobs
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Little Mountain Neighbourhood House Society (LMNHS) is currently seeking 2 Communications Officers to support the outreach and communications needs of the Food Hub (Riley Park Community Garden, Yard Garden Harvest, Food Distribution and Learning Garden) and to the broader community on heat preparedness, climate change and food security.

Established in 1978, Little Mountain Neighbourhood House Society (LMNHS) is an active community hub that provides inclusive programming for children, families, youth, immigrants, and seniors in the Little Mountain/Riley Park neighbourhood of Vancouver. Our diverse clientele and community members include refugees and immigrants, seniors, single parents, families with young children, families at risk, and children and youth. Our mandate is to provide social, educational, cultural, settlement, and recreational services for the different age groups, ethnic groups, families, and the wider community. LMNHS actively facilitates the community to participate, and have voice and agency, in the development of a healthier and more inclusive community.

LMNHS takes an active role in community development initiatives through collaboration, building strong partnerships, leading community projects, promoting, organizing, and facilitating activities in the Little Mountain/Riley Park community. LMNHS also has a history of coordinating community-based food programs and initiatives and developing and maintaining collaborative partnerships with supporting and local residents, organizations, schools, and businesses.

### Key responsibilities include:

- Report to the Community Engagement Coordinator.
- Support the communications needs of the [Riley Park Community Garden](#), the Learning Garden and other initiatives of the Food Hub. This includes the social media (IG/FB) and newsletter (MailChimp)
- Attend RPCG Guided Work Parties and Events to create content and post on communication channels. Visit [www.rileyparkgarden.org](http://www.rileyparkgarden.org) to see past posts
- Create posters, signage and flyers as needed to promote activities using CANVA.
- Assist in organizing culturally specific lunches, gardening workshops and special events in the RPCG, Riley Park and the plaza including the Farmers Market Donation Station.
- This role requires both in-office and remote working hours.

- Other duties as required.

**Qualifications and Skills:**

- Meet requirements for the Canada Summer Job funding criteria: be between 15 and 30 years of age at the beginning of the employment period, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and have a valid Social Insurance Number at the start of employment
- Demonstrated experience using social media and creating promotion pieces.
- Demonstrated ability to take initiative, problem-solve, and practice sound decision-making.
- Accuracy and attention to details.
- Experience working in a diverse and multicultural community.
- Excellent interpersonal, organizational, and communication skills (both verbal and written).
- Ability to manage multiple projects, set priorities, and meet deadlines.
- Clear criminal record search upon hire.

**To Apply:**

There are 2 positions. LMNHS invites applications from underrepresented communities, including communities of colour, Indigenous communities, and LGBTQ2S communities. Please send a cover letter and resume to:

**Joanne MacKinnon**  
**Community Engagement Coordinator**  
[Joannem@lmnhs.bc.ca](mailto:Joannem@lmnhs.bc.ca)