



Job Title:	LEEP program resource connector and literacy facilitator
Reports to:	LEEP lead and curriculum developer Director of Settlement and Older Adults
Hours	Hours: 14 hours per week
How to apply:	Please send your cover letter and résumé to Diane Wilmann Director of Settlement and Older Adults: dianew@lmnhs.bc.ca Only short-listed candidates will be contacted.
Salary Range :	\$25.53 – \$28.86
Posting Date:	November 5 th , 2025
Closing Date:	November 12 th , 2025
Starting Date:	November 20th, 2025 (this is a short-term position ending June 2026)

About Little Mountain Neighbourhood House

Little Mountain Neighbourhood House is a vibrant, multiservice hub dedicated to building inclusive neighbourhoods and growing strong, resilient and creative communities. We have operated as a non-profit for over 40 years, providing free or low-cost neighbourhood-based social, educational, cultural and recreational programs and initiatives for seniors, adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and offer inclusive programs to our diverse local community.

Duties and Responsibilities

The **LEEP Program resource connector** role at Little Mountain Neighbourhood House Society (LMNHS) is responsible for high-quality coordination and connection of employment, literacy, and mental health related resources across various Neighbourhood Houses in Vancouver for the participants of LEEP (language enhanced employment program). This includes outreach and coordination of employment related resources located in Vancouver. Outreach and coordination of resources related to mental health, as it connects to precarious employment and job search journeys of LEEP participants.

The **literacy facilitator** role consists of coordinating literacy (language skills and beyond) sessions for LEEP participants who require additional assistance outside of the allocated language sessions as well as overseeing the literacy sessions. Additionally, outreach for and training literacy volunteers and participating in literacy facilitation workshops (via Decoda) is a key aspect of this role.

Duties and Responsibilities

- Provide information about employment resources (language learning, literacy, and mental health) to newcomers and connect them to different resources through referrals
- Continual check-ins with LEEP clients to find out and assess specific needs in relation to employment, literacy, and mental health
- Follow up with LEEP clients to ensure resources referred are meeting the needs of the participants
- Doing outreach (within Vancouver Neighbourhood Houses) and other non-profit organizations and connecting clients to resources regarding specific employment needs; courses, programs, or services being run which could help with job search, upgrading skills, or English communication skills.
- Communicating with neighbourhood house settlement staff regarding client referrals: settlement or mental health related
- Establish and develop employment, literacy, and mental health resources
- Coordinate a team of literacy volunteers, pair them with LEEP participants, and provide guidance and feedback on a regular basis.
- Keeping up to date with literacy trends and participating in literacy facilitation workshops (via Decoda).
- Training of literacy volunteers on an ongoing basis
- Coordinating and overseeing literacy/support sessions for LEEP clients at various Neighbourhood Houses in Vancouver.
- Supporting LEEP Lead and Curriculum Developer with program/space scheduling
- Maintain client records including through Dashboard and ICARE and perform any other required record-keeping, administrative and reporting tasks
- Work collaboratively with team members including attending team meetings, planning sessions, and staff training
- Providing additional administrative support the Program Director and Team as needed
- Additional duties assigned by Supervisor

Qualifications & Skills

- Post-secondary degree or equivalent training and education
- Experience and knowledge of the VNHSC LEEP program and training or education in the social support field
- Experience as a Resource Connector or equivalent
- Experience in working in neighbourhood houses and demonstrated capacity to work in collaborative projects
- Commitment to working within frameworks of equity and inclusion; understanding of intersectional approaches preferred
- Experience using Dashboard, ICARE and Microsoft word and MS Teams
- Excellent collaborative program planning, communication, and interpersonal skills

- Ability to travel to different cohort locations at 8 neighbourhood houses
- Ability to work both collaboratively and independently with solid time management and organizational skills
- Experience providing digital literacy supports
- Supporting participants with literacy needs and/or older adults
- Experience in team approaches to English language tutoring or training an asset
- Knowledge of current labour market trends
- Second language an asset

Thank you for your interest in Little Mountain Neighbourhood House. Only short-listed candidates will be contacted. Little Mountain Neighbourhood House Society is an Equal Opportunity Employer