LITTLE MOUNTAIN NEIGHBOURHOOD HOUSE SOCIETY
102 - 1193 Kingsway Vancouver, BC V5V 3C9 | P: 604.879.7104 F: 604.879.7113

Job Title:	Communications Coordinator
Reports to:	Manager, Operations & Facilities
Hours	14 hours a week, with some evening and/or weekend availability required
Salary Range:	$28.85-$32.61 per hour
Posting Date:	November 10th, 2026
Closing Date:	November 20th, 2026
Starting Date:	December 14th, 20266

About Little Mountain Neighhbourhood 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 45 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.

LMNHS is a vibrant, community-driven organization with five key service areas - Childcare; Family Resources and Community; Older Adults; Settlement; and Children & Youth-supported by over 80 staff members across 25 sites in our catchment area.

Job Description

The Communications Coordinator plays a vital role at Little Mountain Neighbourhood House (LMNHS), working collaboratively across all departments to share the stories, accomplishments, community impact and opportunities that reflect LMNHS's work across its service areas. As a global position, the Coordinator oversees the development, implementation and maintenance of LMNHS's communications activities, including social media, newsletters, fundraising communications, annual reporting, and media and partner acknowledgement. The role ensures communications are timely, consistent, engaging and aligned with LMNHS's mission, vision and values.

Working closely with the management team and staff, the Communications Coordinator builds effective processes for gathering stories, photographs, program updates and community impact, translating them into compelling communications that strengthen LMNHS's visibility, support fundraising and community engagement with the goal of deepening understanding of our work. The ideal candidate is a creative, organized and

collaborative storyteller who can balance strategy with hands-on content development and identify meaningful stories within the day-to-day work of a community organization.

This is a hands-on, part-time role focused on keeping the community informed, strengthening LMNHS's visibility, and sharing the impact of our work.

Duties and Responsibilities

Monthly Program Calendar

- Collect and compile monthly program information from across service areas.
- Prepare, publish, and distribute the calendar through LMNHS communication channels as well as internal/external community networks.

Social Media and Storytelling

- Plan, create, schedule, and publish content for LMNHS's Instagram and Facebook accounts.
- Share program updates, community stories, events, achievements, and organizational news.
- Gather stories, photographs, and updates from staff to highlight LMNHS's programs and community impact.

Organizational Communications

- Coordinate newsletters and support selected fundraising communications.
- Support the maintenance and updating of LMNHS website ane links to community partner websites
- Coordinate funder, sponsor, and partner acknowledgements
- Contribute stories, photographs, and program highlights to the annual report.
- Support the production and distribution of LMNHS Annual Report
- Collaborate with other Neighbourhood Houses on shared communication initiatives

Planning and Coordination

- Maintain a communications plan and organized library of communications materials.
- Work with staff to gather content, manage deadlines, and prioritize communications requests.

- Monitor basic social media engagement and provide updates on communications activities as needed.

Qualifications and Skills

- 2+ years of experience in communications, marketing, public relations, nonprofit communications, journalism, or a related field, or equivalent relevant experience.
- Strong writing, editing, storytelling, and verbal communication skills, with the ability to develop engaging content for diverse audiences and platforms.
- Demonstrated experience managing social media, newsletters, digital communications, and/or fundraising communications.
- Strong interpersonal and relationship-building skills, with the ability to collaborate across departments and gather stories and information from staff, community members, partners, and other stakeholders.
- Excellent organizational skills, with the ability to manage multiple priorities, meet deadlines, and work independently with attention to detail.
- Demonstrated proficiency with Microsoft Office programs, SharePoint, social media platforms, Canva, and email marketing/newsletter tools; knowledge of basic graphic design and digital content creation is an asset.
- Ability to work respectfully and effectively with a diverse range of employees, participants, and community members, and to exercise sound judgment when working with organizational, community, donor, and partner information.
- Experience working in or familiarity with the Neighbourhood House or community service sector is considered an asset.

Working Conditions

Availability to work some evening and/or weekend, pre-programmed.

APPLICATION DUE: Friday November 20th by 5:00pm, with rolling interviews scheduled throughout. Please e-mail your cover letter and resume to chancek@lmnhs.bc.ca

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