



West End – Coal Harbour Community Policing Centre
1267 Davie Street.
Vancouver, British Columbia V6E 1N4
604-717-2924 (Office) 604-717-2926 (Fax)
www.wehcpc.com

Employment Opportunity:

The WEHCPC is an independent registered non-profit organization that works in partnership with the Vancouver Police Department to promote crime prevention and safety through volunteer involvement in a range of programs, activities and services for residents, businesses and agencies west of Burrard Street. We are seeking a dynamic and multi-talented **part time Programs Manager** to join our staff team to assist with public relations and to organize/maintain volunteer support for programs, events, initiatives, and activities at the **Granville Community Policing Centre, 1263 Granville Street, Vancouver, BC.**

Programs Manager Role:

Under the supervision of and reporting to the Executive Director of the WEHCPC, the Programs Manager will be responsible for, but not limited to, recruiting, interviewing, training, and maintaining a strong volunteer base to meet the agreement requirements that have been and may be executed among the Vancouver Police Department (VPD), the Vancouver Police Board, and the City of Vancouver. The Programs Manager will also provide front-facing public service tasks, oversee the day-to-day front office and data collection, implement seasonal events and activities, create necessary communications on behalf of the Vancouver Police Department, and submit monthly statistical reports.

The ideal candidate should have a working knowledge of the complex social issues in the Downtown Core and Yaletown neighbourhoods, and some experience serving the public in a low barrier setting. Candidate must work well independently and in a team environment; be self-motivated; possess good time management skills; be able to multi-task and prioritize competing tasks; and have excellent communication skills.

Relevant employment or volunteer experience will be considered. Other training and experiences considered as assets: crisis intervention, de-escalation, and/or conflict resolution training, ability to speak a second language, Emergency First Aid CPR & AED, Naloxone training, customer service and non-profit work.

Experience and Qualifications:

Applicants should meet the following minimum requirements:

- Fluent in verbal and written English
- Degree or diploma in Administration, Volunteer Management, Program Management, Community Justice, Public Safety, Urban Studies, or equivalent preferred
- Computer literate with intermediate to advanced knowledge of MS Office programs
- Capable of using multiple social media platforms
- Typing speed of 40 wpm
- Ability to work independently with minimal supervision
- Valid Class 5 Drivers License, clear driving record, and use of a reliable vehicle
- Clear Criminal Record Check

Scheduling:

This position is 35 hours a week. Tuesday through Saturday, 10am and 5pm, inclusive of a paid 30-minute break.

Compensation:

\$20.00/hr. No additional benefits.

Applications:

Please submit resume and cover letter to executivedirector@wehcpc.com no later than 5pm, Sunday October 24, 2021. Those who meet the qualifications will be scheduled immediately for interview. Successful applicants will be subject to a Criminal Record Check and Security Review.