



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

2131 Renfrew Street  
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: [contact@froghollow.bc.ca](mailto:contact@froghollow.bc.ca)

## Program Coordinator, Frames Film Program

### Frog Hollow Neighbourhood House & ANHBC

Frog Hollow Neighbourhood House is a volunteer-driven, community-service organization. Our mission is to make neighbourhoods better places to live. Our goal is to enable people to enhance their lives and strengthen their communities. Our challenge is to work with communities to develop innovative programs and services that meet the changing needs of a diverse population.

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change. ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit [www.anhbc.org](http://www.anhbc.org).

### About the Position

The Frames Film Program Coordinator is responsible for planning, coordinating and delivering the Frames Film Program, an innovative, youth-centered filmmaking program that provides training, support, and a voice to Indigenous youth and their peers. **This is a regular part time position with excellent benefits packing including pension.**

### Responsibilities:

- Oversee all aspects of the FRAMES Film Program including recruiting appropriate youth participants, facilitating training sessions, providing personal and artistic support to youth in creating films, and planning and executing community dialogue events
- Ensure the program is safe, accessible, culturally sensitive, and inviting to youth of all backgrounds
- Financial management for the program, including program purchases and budgeting
- Grant writing and report writing
- Recruit, supervise, and support the Film Instructor and volunteers
- Build capacity within youth for planning activities which ensure maximum opportunities for their physical, social, emotional and educational needs
- Provide 1:1 and group based youth support as required
- Keep accurate records and statistics of participants and program activities
- Maintain and develop collaborative working relationships with local schools, Indigenous organizations/allies, and other youth serving organizations
- Participate in community-based research as required

*Creating Our Community Together*



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

2131 Renfrew Street  
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: [contact@froghollow.bc.ca](mailto:contact@froghollow.bc.ca)

## Qualifications:

- Degree/diploma in social work or similar discipline
- At least 2 years of experience coordinating programs for Indigenous youth and their peers
- Experience and a passion working with youth from diverse backgrounds and identities
- A commitment to social justice, equality and the integration of these values into artistic media works
- Exceptional facilitations skills; experience in establishing strong group dynamics and meaningful relationships in a short time frame
- Ability to support and create a safe and inclusive environment
- Organized, excellent communicator, and highly motivated
- Knowledge or passion for film and/or digital media production, including basic camera, lighting sound and editing technical knowledge an asset

**Start Date:** September 2024

**Hours:** Approximately 20-25 hours/week, evenings and occasional weekends

**Starting Wage:** ANHBC Band P7, Program Coordinator Level 1, \$26.68-29.56/hour + competitive benefits package including group medical and Municipal Pension Plan, 3 weeks vacation, sick time

**How to Apply:** All qualified individuals who share our values are encouraged to submit a resume and cover in one pdf by **July 19th or until positions are filled to Shawna Mikkelsen, Director of Youth Services at [shawna@froghollow.bc.ca](mailto:shawna@froghollow.bc.ca)**

The Association of Neighbourhood Houses of BC is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.



*Creating Our Community Together*