



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

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

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## Project Coordinator Short Term Contract

Frog Hollow Neighbourhood House builds community in the vibrant Hastings-Sunrise neighbourhood of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations. We are seeking a **Project Coordinator** to join our team. The Project Coordinator will be responsible for the construction of **Síma7wi ilhen: Sunrise Community Kitchen**.

<b>Position:</b>	Project Coordinator
<b>Hours:</b>	7 - 14 hours/week depending on project needs
<b>Salary:</b>	Commiserate with experience
<b>Start Date:</b>	As soon as possible
<b>Contract Terms:</b>	September to December 31, 2024
<b>Work Location:</b>	Hybrid in person at Sunrise Welcome Centre (2728 East Hastings) and from home
<b>Posting Date:</b>	September 3 <sup>rd</sup> , 2024
<b>Closing Date:</b>	September 10, 2024

### Key Duties and Responsibilities:

- Lead & manage the timeline for the overall construction of Sunrise Community Kitchen.
- Liaise with internal staff and various contractors, including electrical, plumbing & ventilation etc.
- Project manage a broad range of industrial level kitchen appliances procurement & installation.
- Act as a point of contact on behalf of Frog Hollow for all project stakeholders, including partners & allies in the food security program space.

### Qualifications: The successful candidate will possess the following skills

- Proven experience in project management and coordination, particularly construction projects.
- Experience in kitchen equipment & appliances
- Passion for social services, community engagement and social justice issues & alignment with mission of Neighbourhood Houses including decolonizing initiatives
- Excellent ability to work as part of a multicultural team

Interested candidates please submit your **resume & cover letter** to Susan Liu Woronko at [susanw@froghollow.bc.ca](mailto:susanw@froghollow.bc.ca)

Síma7wi ilhen, pronounced "Sheema we eethen", means "everyone come and eat", in Northern St'at'imcets language, that is spoken by the northern St'at'imc communities along the Fraser River, where Frog Hollow's Executive Director, Norm Leech, is from.

*Creating Our Community Together*