



Position Title: Community Development Coordinator

Position Status: Full-Time Temporary (This position to last not later than March 10, 2028)

Department: Housing

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T23 \$3,164.63 - \$3,734.48 bi-weekly

Our Housing Department is seeking a Community Development Coordinator who will lead community engagement initiatives, strengthen participation in tenant programs, build partnerships, and support the development of inclusive communities through collaborative planning, outreach, and capacity-building activities across Metro Vancouver Housing sites.

You are: A community-centered leader who is committed to fostering joy, kindness, and belonging by empowering residents, elevating marginalized voices, and strengthening tenant participation. You are skilled at identifying program and service gaps, building meaningful relationships, and developing responsive, inclusive initiatives that reflect the evolving needs and priorities of diverse housing communities.

This role:

- Facilitates the organization and development of associations and related partnership groups, and provides direction to groups and individuals in organizing, developing and implementing programs and plans that are consistent with association objectives and MVRD policy.
- Establishes and maintains liaison with a wide variety of associations, organizations, groups and individuals to build community involvement.
- Assists in developing, coordinating, implementing and maintaining a wide variety of programs; assesses suitability of same to policy, staff work regimes, and resources required; estimates program costs, recommends cost mitigation initiatives, develops related work plans; prepares funding proposals and applications, administers same and completes reports as required.
- Participates in and occasionally convenes meetings of representatives of related agencies and organizations.
- Coordinates the creation and production of educational and public interest material that promotes participation in association and partnership group activities, and increases public awareness of programs.

- Develops, recommends and conducts a variety of workshops related to topics such as community engagement and group decision making.
- Prepares a variety of records and reports related to the work.
- Performs related work as required.

To be successful, you have:

- University graduation in a related discipline, and considerable related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the social, cultural and recreational needs of the general public related to the work performed.
- Considerable knowledge of programs and objectives, and policies related to the work performed.
- Sound knowledge of group organizing techniques and the methods and practices of facilitating group decision making.
- Working knowledge of the societies act of BC related to the work performed.
- Ability to establish and maintain liaison with a variety of organizations, groups and agencies concerned with the social, cultural and recreational needs of the general public as related to the work performed, and to prepare recommendations for new and/or improvements to such services.
- Ability to deal effectively and tactfully with a wide variety of groups and internal and external contacts.
- Ability to assist in organizing associations, and developing and implementing a variety of programs.
- Ability to prepare and maintain reports and records related to the work.
- Driver's Licence for the Province of British Columbia.
- Completion of a Criminal Records Check.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by August 10, 2026.