Coast Neighbourhood House RESOURCE CENTRE

5674 Cowrie Street,
Sechelt, BC, V7Z 2B5
help@resourcecentre.ca | 604.885.4088

Join Our Team!

Navigation Support Coordinator

Location: Sechelt, BC - in person
Position: Part-time
Hours: 12 - 24 hours per week, subject to funding
Compensation: $26.65 - $28.33 per hour
Application Deadline: November 19th 2026

About Coast Neighbourhood House Resource Centre

Coast Neighbourhood House Resource Centre (Coast NHRC), formerly the Sunshine Coast Resource Centre, has been serving Sunshine Coast residents since 1992. We are a community-based charitable organization that helps people access information, navigate services, overcome barriers, and build meaningful community connections.

As we continue growing into a Neighbourhood House, we are creating a welcoming and inclusive place where individuals and families can access support, participate in community life, and feel a sense of belonging.

Our vision is a healthy and connected Sunshine Coast community.

Help people find their way forward.

We are looking for a compassionate, organized, and community-minded **Navigation Support Coordinator** to join our team. In this role, you will help community members, particularly older adults, connect with the information, programs, and services they need to navigate life's challenges. You might help someone apply for a government benefit, find an appropriate community service, access online information, or connect with a program that can support their well-being.

You'll also work alongside our team to support the Community Information Hub, coordinate referrals, participate in community outreach, and contribute to a welcoming and supportive environment. This

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position currently focuses on seniors navigation services, with opportunities to contribute to other community programs as our Neighbourhood House continues to grow.

What You'll Do

- Provide one-to-one information, navigation, and referral support, primarily for older adults.
- Help clients connect with community services, health resources, financial supports, and government programs.
- Assist with applications, forms, online services, and referrals.
- Support client intake and information services at the Resource Centre.
- Build positive relationships with community organizations and service providers.
- Maintain accurate and confidential records of client interactions.
- Support community outreach, events, and engagement activities.
- Assist with program administration, reporting, and resource updates.
- Work collaboratively with colleagues to help create a welcoming and inclusive Neighbourhood House.

What We're Looking For

We're looking for someone who:

- Enjoys helping people and connecting them with practical solutions.
- Has strong listening, communication, and relationship-building skills.
- Is patient, compassionate, and comfortable supporting individuals with diverse needs and circumstances.
- Is organized, dependable, and attentive to detail.
- Can work independently and as part of a collaborative team.
- Is comfortable using computers, online services, and digital recordkeeping tools.
- Understands the importance of confidentiality, professional boundaries, and respectful client service.
- Values equity, inclusion, accessibility, and community connection.

Experience working with older adults, community services, or nonprofit organizations is an asset, as is knowledge of local services and government benefit programs.

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We welcome applicants with relevant lived experience and transferable skills.

Why Work With Us?

At Coast NHRC, you'll be part of a dedicated team working to make services more accessible and our community more connected. You'll have the opportunity to make a meaningful difference in people's lives while contributing to an organization that is growing and evolving to meet the needs of the Sunshine Coast.

Additional Information

This is a part-time, in-person only position of 12-24 hours per week, dependent on continued program funding. Occasional evening or weekend hours may be required for community events. A satisfactory Criminal Record Check and compliance with organizational confidentiality and privacy policies are conditions of employment.

How to Apply

Please email your resume and a brief cover letter telling us a little about yourself, your relevant experience and why this position interests you to hr@resourcecentre.ca with **Navigation Support Coordinator** in the subject line.

Application Deadline: November 19th 2026 or until filled
Anticipated Start Date: ASAP

We thank everyone for their interest. Only candidates selected for an interview will be contacted.

Coast Neighbourhood House Resource Centre acknowledges the unceded territories of the shíshálh and Skwxwú7mesh Nations. We are committed to reconciliation, equity, inclusion, and creating a welcoming workplace for all.