



Coordinator – Campbell River and District Coalition to End Homelessness (CRDCEH)

The CRDCEH is currently accepting applications for a part-time Coordinator on a contract basis. This is an excellent opportunity to perform a coordination role that truly makes a difference for a priority population in the Strathcona region.

Scope of Work

The Coordinator works closely with and reports directly to the Leadership Team to prioritize the scope of work that supports the CRDCEH including but not limited to:

- Support the work of the Leadership Team and sub committees to update and implement the evolving five-year plan to end homelessness including coordinating and recording of meetings
- Research, write and apply for funding from a variety of sources to further the work of the Coalition
- Identify, collect, and summarize data from existing sources; track information for evaluation of strategies; and respond and produce information for internal and external distribution
- Coordinate and participate in regular meetings, special events/resource fairs, forums etc. on behalf of the CRDCEH
- Maintain CRDCEH membership email list and ensure the preparation and distribution of agendas, minutes of meetings and other related CRDCEH documents in a timely manner
- Reach out to potential and existing Member Agencies and Advisory Members to support participation and identify collaborative opportunities
- Update website and other communication materials and act as the initial point of contact for media inquiries
- Provide monthly activity reports to Leadership Team
- Other services as required for coordination of CRDCEH, as directed by Leadership Team.

Qualifications – Knowledge, Education and Experience

- A post-secondary diploma and/or degree in a relevant field
- 2-3 years' experience working in community development or a community coordination role and/or an equivalent combination of experience and education
- Advanced working knowledge and experience with MS Office, Google applications, social media accounts and internet navigation for research purposes
- Knowledge and experience working with a broad range of community organizations and agencies an asset
- Knowledge of the spectrum of homelessness and the impacts on community
- Experience collaborating and navigating diverse perspectives and communities



Key Competencies

- **Values.** Behaves consistently with clear personal values that complement the values of excellence, diversity and inclusion, and respect.
- **Integrity & Ethics.** Ensures integrity and ethical decision making and professional behavior that align with those of the CRDCEH.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership and initiative. Is self-aware and demonstrates a commitment to continual improvement in a highly complex environment.
- **Engagement.** Shows passion for the work and people and communities impacted by homelessness through collaboration; network development; and compassion.
- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans and works in a systematic and organized way. Follows policy, directions and procedures and ensures deliverables are met on time and according to agreed standards. Able to manage competing demands on time.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to working within the field. Is flexible and adaptable to meeting changing demands of funders and community stakeholders.

Terms of CRDCEH Coordinator Contract

The contract position will be for a 12-month period with the potential of an extension if funding becomes available. The initial probationary period will be for three months. The contract is for approximately 15 hours per week with flexibility dependent on current projects and deadlines, to a maximum of 780 hours over the contract period.

The Fiscal Host Agency will hold the contract for the CRDCEH Coordinator. Invoices for hours and pre-approved expenses shall be submitted and paid monthly.

The Coordinator will provide their own workspace and telephone. A laptop, headset and appropriate software is provided. The Coordinator will be expected to provide monthly activity reports to the Leadership Team.

How to apply...

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to be the CRDCEH Coordinator.

This posting will remain open until CRDCEH hires a suitable candidate



by: Friday, November 6, 2020 or ongoing until position is filled

Please address all applications to: Hiring Committee via campbellriverhousing@gmail.com