

Coordinator Position Comox Valley Coalition to End Homelessness

The Comox Valley Coalition To End Homelessness is accepting resumes for the services of a Coordinator. This position is best suited for someone who requires part time work and can work on a flexible schedule. The Coalition works as a collective to plan, coordinate, recommend and implement community responses to homelessness in the Comox Valley. See www.cvhousing.ca for more information about the Coalition.

If interested in the position please send a resume by 4PM Wednesday May 4, 2016 to Betty Tate – betty.tate@shaw.ca

Position Title: Coordinator- Comox Valley Coalition to End Homelessness

Reports to: Leadership Team - Comox Valley Coalition to End Homelessness

Position Purpose:

The Coordinator facilitates the activities of the CV Coalition to End Homelessness

Services to be Provided:

The Coordinator performs a wide range of services assigned by the Leadership Team including some or all of the following.

- Support the work of the Leadership Team and the four planning teams to update the evolving five-year plan to end homelessness and to implement the plan
- Attending meetings, identifying, collecting and summarizing data from existing sources, tracking information for evaluation of strategies, producing information for the media
- Coordinate and participate in regular meetings, special events/resource fairs, forums etc. for Coalition
- Maintain Coalition email list and ensures the preparation and distribution of agendas, minutes of meetings and other related Coalition documents in a timely fashion.
- Liaise with Coalition Webmaster for website maintenance
- Other services as required for coordination of Coalition

Qualifications:

- University Degree in a related field
 - 2 to 3 years community development or community coordination experience
- Or equivalent combination of experience and education

Knowledge, skills and abilities

- Knowledge of community development
- Knowledge of existing local community agencies and resources preferred
- Knowledge of the issue of homelessness in the Comox Valley
- Experience working in grassroots collaboration with diverse perspectives and communities

- Strong organizational skills and ability to multi-task
- Word processing, desktop publishing, E-mail and Internet

Competencies

The Coordinator should demonstrate competence in some or all of the following:

- Ethical Behaviour: Understand ethical behaviour and ensure that own behaviour and the behaviour of others aligns with the values of the Coalition
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the Coalition and the plan to end homelessness

Position Context:

This is a contract position for an initial period of 3 months, with the potential of an extension for an additional 7.5 months. The initial probationary period is from May 16 2016 to Aug 15, 2016. If the services provided are satisfactory the contract will be extended from Aug 15, 2016 to Mar 31, 2017.

The contract is for approximately 15 hours per week. The hours per week are flexible to a maximum of 180 hours over the initial 3 month contract period (the number of hours per week can be adjusted according to the needs of the Coalition as long as the total over 12 weeks is 180 hours).

The Coordinator will provide own workspace, IT equipment, telephone and software.

The Coordinator will submit invoices monthly with an accounting of hours and work accomplished to the CV Coalition Leadership team for approval. Upon approval by the Leadership Team payment will be provided. The maximum payment of the initial 3 month contract will be \$3600.