



Coordinator
Comox Valley Coalition to End Homelessness
Position Description

The Coalition to End Homelessness is a collective of 34 member agencies who plan, coordinate, recommend, advocate for, and implement community responses to homelessness and increasing affordable housing.

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 Comox Valley Coalition to End Homelessness and a coordinated response to homelessness in the Comox Valley.

Responsibilities:

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

Facilitation of Coalition Activities:

- Support the work of the Leadership Team and planning teams to complete and implement an annual Housing Plan, Annual Report, and Action Plan. These supports may include but are not limited to; liaising with agencies to identify housing projects planned, identifying, collecting, and summarizing data from existing sources, researching information on housing and homelessness and tracking information for evaluation of strategies
- Coordinate and participate in regular meetings and special events on behalf of Coalition
- Maintain Coalition email list and ensure the distribution of agendas, meeting minutes, and other related Coalition documents and information in a timely fashion.
- Maintain Coalition website and social media channels
- Produce promotional materials
- Write grant applications to secure additional funding
- Liaise with media contacts – write press releases, forwards information and articles for media use and acts as contact point for media or community enquires
- Oversees bi-annual Point in Time Homeless Count

Coordinated Response to Homelessness:

- Facilitate a coordinated team response to homelessness by outreach workers from multiple organizations to identify gaps in the system of care to support homeless individuals, provide updates, and share knowledge, ideas, resources, referrals, and support. Liaise with social service agencies, Island Health, RCMP, municipal staff, provincial organizations such as BC Housing, MFCD and MSDPR, local businesses and neighbourhoods impacted by homelessness.

- Provide information and education that raises awareness and builds understanding in the community with respect to homelessness. This could include presentations and small group discussions with businesses and neighbourhoods
- Other duties as required for coordination of Coalition and response to homelessness

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 of community development
- Knowledge of existing local community agencies and resources
- Knowledge of the issue of homelessness in the Comox Valley
- Ability to be self-directed
- Strong organizational skills and ability to multi-task
- Strong written and verbal communication skills and experience writing reports
- Strong skills and experience working in and fostering a team environment
- Experience facilitating meetings (online and in person)
- Experience working in grassroots collaboration with diverse perspectives and communities
- Experience with word processing, desktop publishing, and Zoom meeting platform
- Aligns with the values and operating principles of the Coalition (available for review [here](#))

Position Context:

This is a term contract position from June 21,2021 until March 31,2022 with the potential to continue depending on funding. The position is approximately 30 hours per week at \$28.00 - \$33.00 per hour depending on qualifications and experience. The hours per week are flexible to a maximum of 1230 hours over the contract period. The coordinator will submit an invoice at the end of each month detailing work accomplished and hours worked to the Coalition Leadership Team for approval.

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

For this position, we are open to candidates who are early in their careers as well as those with decades of experience. BIPOC individuals, people with lived experience and expertise, and people of all genders, identities, ethnicities/ cultures /races and abilities are welcome and encouraged to apply.

Inquiries or to apply send resumes and cover letters to comoxvalleyhousing@gmail.com