



greater victoria  
coalition to end  
homelessness  

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hope has found a home



## **Job Description: Aboriginal Coalition to End Homelessness - Aboriginal Coalition Coordinator**

**DURATION:** 8 months (Contract)

**WORK SCHEDULE:** Full Time (Contract Position)

**APPLICATION CLOSING DATE:** March 31, 2015

**START DATE:** May 1, 2015 (Negotiable)

Please submit resume and cover letter or any additional enquiries via email to:

[admin@victoriahomelessness.ca](mailto:admin@victoriahomelessness.ca)

### **Scope of Work**

Reporting to the Executive Director of the Greater Victoria Coalition to End Homelessness, and with the guidance of the Aboriginal Coalition to End Homelessness Steering Committee, the Aboriginal Coalition Coordinator will lead the coordination and development of the new Aboriginal Coalition to End Homelessness.

### **Background**

The Greater Victoria Coalition to End Homelessness (the Coalition) was created in 2008 with a mandate to end homelessness in Greater Victoria. In that role it works primarily in the areas of research, communications, advocacy and policy planning. Since its inception the Coalition has been challenged to bring a First Nations voice to address Aboriginal housing and homelessness. This is important because more than 30% of those experiencing homelessness in the region come from an Indigenous background. Unfortunately, the Coalition has lacked both the expertise and knowledge to develop an appropriate Aboriginal strategy on its own. Island-wide participation is important because anecdotal information suggests a substantive proportion of the population we represent are from the three Vancouver Island tribal groups.

To that end, the Coalition engaged in an extensive consultation process, working with aboriginal communities on an island wide basis. The solution identified through this process is to develop an Aboriginal Coalition to End Homelessness (ACEH). This organisation will be supported initially by the Greater Victoria Coalition to End Homelessness and will collaborate with it going forward.

The Greater Victoria Coalition to End Homelessness is seeking an Aboriginal Coordinator as a full time, temporary contractor to support the development strategies and programs of ACEH, ensuring that there is a good relationship between the different bodies of government and other sectors that influence ACEH.

## **Aboriginal Coordinator Duties**

- 1) Work with leadership group to support the formal creation of the Aboriginal Coalition to End Homelessness including:
  - Work with Aboriginal and First Nations communities to determine appropriate board structure
  - Develop initial strategic and action or business plans
  - Meet the requirements of the BC Societies Act
  - Develop policies and procedures for the organisation
- 2) Work to secure funding and other resources for long term sustainable operations of the ACEH including a downtown Victoria location.
- 3) Provide leadership and oversight to the successful implementation of strategic and business plans.
- 4) Provide leadership, direction and support to ACEH committees as constituted by the leadership group or board.
- 5) Represent the ACEH to the community to enhance profile and awareness.
- 6) Create, maintain and deepen strategic partnerships not only with the aboriginal organisations, communities and First Nations but with other community organisations, the Greater Victoria Coalition to End Homelessness in particular.
- 7) Ensure strong financial administration, financial management and control, budget preparation and forecasting in line with policies and procedures.
- 8) Makes and implements development programs of staff, the scheduling and training of volunteers, utilizes the right tools and methods to produce a strong team for ACEH.
- 9) Other administrative duties including but not limited to drafting of project reports and monitoring and evaluation of tasks.

## **Education, Training and Expertise**

- 1) Direct experience working with and a strong understanding of Aboriginal (First Nations, Inuit, Métis) communities, cultures, protocols, traditions, local contexts and sensitivities
- 2) Knowledge on social barriers and challenges that act as push factors for individuals entering or experiencing homelessness. Experience working with community members experiencing homelessness is an asset.
- 3) University degree in business management, health administration, social sciences, or equivalent combination of education and experience.

- 4) Minimum 5 years management experience, preferably in public or non-profit sector with extensive knowledge of multi-stakeholder initiatives.
- 5) Demonstrated experience working on issues of poverty, homelessness, mental health and/or addictions.
- 6) Experience working with cross-sector teams and/or combinations of public and private sector groups, particularly with government and non-profit organizations.
- 7) Experience coordinating the efforts of multiple groups and with concurrently managing a variety of complex tasks/projects.
- 8) Experience in making formal presentations and a track record of successfully communicating information to a variety of stakeholders.

## **Skills and Abilities**

- 1) Strong managerial skills with proven successful track record in project management and delivery, including financial and operational management.
- 2) Proven ability to influence and lead cross-sector teams without formal authority; experience working in multi-stakeholder environments.
- 3) Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a multi-sector team environment.
- 4) Strong organizational skills with a demonstrated ability to coordinate work plans and forecast, plan and schedule project resource requirements.
- 5) Excellent written and oral communication skills.
- 6) Strong negotiation and conflict resolution skills and the ability to develop collaborative relationships.
- 7) Effective problem solver, with keen analytical skills and the ability to think creatively and implement solutions with win-win outcomes.
- 8) Possess the qualities of maturity, judgment, and leadership