

# CONTRACT OPPORTUNITY



greater victoria  
coalition to end  
homelessness  

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hope has found a home

**Role Title: Youth Project Coordinator**

**LOCATION:** Victoria, BC

**CONTRACT VALUE:** \$65,000 inclusive of all taxes

**TERM:** Until January 31, 2019 with possible extension (Contract)

**ANTICIPATED START:** As soon as possible

PLEASE SUBMIT RESUME AND COVER LETTER TO: [admin@victoriahomelessness.ca](mailto:admin@victoriahomelessness.ca)

THIS POSTING CLOSES: 5:00PM PST January 5, 2018.

## OVERVIEW

### Scope of Work

Reporting to the Coalition to End Homelessness (Coalition) Executive Director with the guidance of the Youth Task Force, the Youth Project Coordinator will lead the coordination and delivery of activities specific to collaboratively tackling youth homelessness through a prevention framework.

### Duties

1. Provide administrative support to the Youth Task Force and Youth Advisory Committee including:
  - a. Drafting and seeking approval on the agendas.
  - b. Reviewing minutes from meetings and edit as needed before approval by the Task Force or Advisory Committee. Minutes will be taken and prepared by the Coalition Administrative Coordinator.
  - c. Compiling materials for meeting packages to be sent out by the Administrative Coordinator.
2. Research and present best practice or emerging practice youth housing and support models to the Youth Task Force and Youth Advisory Committee.
3. Modify A Way Home Service Inventory Tool for use in the capital region, distribute tool and compile results.
4. Work with Island Health to prepare a brief report detailing the need for regional mental health services for youth specific to the capital region.
5. Develop a small-scale pilot for better transition of youth facing the end of youth agreements into community-based services.
6. Engage Raising the Roof Canada to move forward on bring in the Upstream Project in 2 – 3 schools in the capital region.
7. Prepare a Youth Communication Strategy to better get information out to youth in the region.
8. Update the Coalition's Youth At-Risk Checklist and guide distribution.
9. Other tasks as agreed to by the Coalition and the Youth Project Coordinator.

## Anticipated Duty Breakdown

1. Project Management : 30%
2. Project Coordination: 50%
3. Operations and Administration: 20%

## Why This Project

- It provides the opportunity to transform the way youth-specific services are coordinated across the capital region.
- It is directly connected to a Youth Task Force initiative struck by the Coalition Board of Directors in 2017.
- It is focussed on preventing youth homelessness before it becomes a chronic experience.
- It is linked to provincial and national initiatives addressing youth homelessness.

## EDUCATION, TRAINING & EXPERIENCE

- University degree in Community Development, Urban Planning or related field.
- A minimum of 3 years project coordination and/or project management in a related field such as housing, homelessness, and/or social programs.
- Working knowledge of supported, supportive, affordable housing and related services, especially in the Greater Victoria region.
- Experience with Microsoft Office, InDesign, website design/development, social media, and other internet tools for communication and collaboration.
- Demonstrated experience with research, report-writing and media releases.
- Demonstrated experience with the non-profit sector.

## MINIMUM COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically**.
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships.
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately.
- Ability to **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility.
- Ability to **build and manage budgets** and **track and report on funding**.

## GENERAL REQUIREMENTS

- The Contractor will work independently, exercising flexibility as some meetings may occur after normal working hours and possibly throughout Greater Victoria.
- The Contractor may be required to attend specific meeting related to effective completion of identified deliverables.

- Must possess a valid Class 5 Driver's License and have access to a reliable vehicle.
- Must review and sign all agreements at the start of engagement.
- Follow the Coalition's policies and procedures and orientation manual.

## INTERVIEW PROCESS AND DETAILS

The Coalition will undertake the following steps to identify the successful candidate:

1. Review Resumes and Cover Letters for alignment with the contract posting.
2. Contact individuals to schedule preliminary phone interview. At this time, individuals will be provided with the Youth Task Force Terms of Reference and other related supporting materials.
3. The preliminary phone interview will be with the Coalition Executive Director and will be to:
  - a. Confirm suitability for in-person interview.
  - b. Respond to any questions for clarity related to the Youth Task Force Terms of Reference or other materials provided.
4. Conduct in-person interview with potential candidates.
5. Identify successful candidate and negotiate Purchase Order for services based on this posting.

Preliminary telephone interviews are expected to begin the week of January 15, 2018

Interviews are expected to begin the week of January 22, 2018.

## BACKGROUND

### Youth Task Force and Advisory Committee

On May 23, 2017, the Coalition Board of Directors approved a Terms of Reference for a Youth Task Force: Addressing Youth Homelessness through a Prevention Framework. The Youth Task Force's purpose is to collaboratively tackle youth homelessness in Greater Victoria through a prevention framework where the distinct needs of youth are front and center through all intervention activities.

Through the development of the Youth Task Force Terms of Reference, it was identified there was an opportunity to enhance the collaboration between youth serving agencies themselves as well as between youth serving agencies and the adult service sector.

Broadly speaking, in terms of collaboration strategy, the Coalition is using a Task Force/Advisory Committee model to engage as wide a range of stakeholders as possible on efforts related to addressing youth homelessness and homelessness prevention. This approach will build additional capacity, better position the region to leverage resources as well as enhance the coordination between youth serving agencies and those more focused on adult services. This integrated, coordinated approach is key to ensuring the region is better positioned to meet

the diverse and complex needs of youth experiencing/at-risk of homelessness as they continue their transition into adulthood.

More specifically, in terms of collaboration, the Coalition has engaged stakeholders to identify a number of priority initiatives that have been detailed through prevention framework consisting of structural prevention, systems prevention, early intervention, and eviction prevention. The action-focus and transformative nature of the Youth Task Force will support an outcome-focused, asset-based approach to addressing barriers, developing interventions, leveraging and better utilizing existing resources and, most importantly, supporting youth in accessing the necessary services to end a homelessness event or prevent an event from taking place.

## **Who We Are**

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008 and consists of over 40 stakeholder organizations including: service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, and people with a lived experience of homelessness.

The Coalition is the backbone organization dedicated to coordinating various dimensions and collaborators within a system-wide response to a range of issues related to homelessness. The Coalition establishes the vision and strategy, supports coordinated activities, establishes shared measurement activities, builds public will, advances policy and mobilizes funding. This suite of activities supports a region-wide, coordinated response to homelessness and ensures this collective effort maintains momentum and results in maximum impact.