



Job Description:
Project Coordinator- Peer Housing Support Project

November 28, 2016

Job Summary

Reporting to the Coalition's Executive Director, and with the guidance of the Peer Housing Support Committee, the Peer Housing Support Project Coordinator will coordinate and participate in the development of a process and projects that engage people who have experienced, or are experiencing homelessness (peers) to help develop a Peer Housing Support Program for people transitioning from an experience of homelessness to housing.

Specific Accountabilities / Deliverables

Engage with Peers through various methods:

Work with the Peer Housing Support Committee, Peer Coordinators, Peer-Co Chair, and Social Inclusion Advisory Committee to:

- Identify potential participants from a wide variety of sources and backgrounds and encourage participation.
- Establish meeting times and locations for focus groups and invite peers.
- Establish and manage a list of tasks for Peers to undertake with regards to this initiative.
- Set meeting agenda, objectives, and record outcomes.
- Manage provision of peer incentives and compensation.
- Facilitate meetings, including developing peer facilitators.
- Follow up with peer participants using a variety of communication tools.

Budgeting:

- Manage the Peer Housing Support Project budget.
- Submit monthly expenditure reports.
- Prepare progress reports on an as-needed basis.
- Prepare grant applications on an as-needed basis. Specific grants include: Homelessness Partnering Strategy (HPS).

Education, Training, And Experience

- Degree, diploma or formal coursework in Social Work, Community Development, Nursing, or related disciplines.
- Experience working with people who have experienced homelessness and who may be faced with multiple barriers.
- Working knowledge of homelessness and street issues.

Skills and Abilities

The Coalition is an independent work environment. It is important that the successful candidate have experience with those facing homelessness but it is equally important that they be independent, self-motivated and work well within a team. The successful candidate will have demonstrated experience managing projects independently, as well as experience handling finances and with managing and meeting budgets.

- Community development expertise.
- Facilitation skills.
- Strong communication skills.
- Project management skills.

Please note we are open to different qualifications that may not be listed here. We encourage applications from, but not limited to: indigenous persons, persons of color, persons with disabilities, persons that use/d illicit substances, persons engaged in the sex trade, and persons of diverse genders and sexualities.

Contract Value: \$25/hr, hours to be determined on successful identification of the applicant.

Please submit resume and cover letter or any additional inquiries to:
admin@victoriahomelessness.ca or at 941 Pandora Ave

Title of Position: Project Coordinator-Peer Housing Support Project

Length of Position: Until March 31st, 2017 (Contract)

Under the Supervision of: Greater Victoria Coalition Executive Director

APPLICATION CLOSE DATE: end of day, December 6th, 2016