



## **Job Description:**

### **Project Coordinator- Peer Housing Support Project**

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**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](mailto: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