

EMPLOYMENT OPPORTUNITY



greater victoria
coalition to end
homelessness
hope has found a home

POST DATE: October 16, 2017

JOB TITLE: **MANAGER, SOCIAL INCLUSION**

LOCATION: Victoria, BC

SALARY: Commensurate with education and experience

TERM: Permanent, 35-hour work week

START: ASAP

OVERVIEW

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, post-secondary institutions, the faith community, and people with a lived experience of homelessness.

The Coalition is a backbone organization dedicated to coordinating 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 response to homelessness and ensures this collective effort both maintains momentum and results in maximum impact.

Who you are

You have a heart for social inclusion and for working with people with lived experience of homelessness. You seek meaningful, complex work in a fast-paced, dynamic environment surrounded by experienced professionals who are passionate about housing and homelessness. You are process and values-driven, and thrive in a collaborative environment where diverse stakeholders work toward a common goal. You are a strategic thinker with strong organization and communication skills. You move seamlessly from broad issues or concepts to practical, actionable steps and measurable outcomes ensuring effective community engagement through the process. You excel at verbal and written communication, social media and project management.

Why choose us

- Growth Opportunities – We are supportive of ongoing professional development.
- Vacation and Sick Leave – We offer paid vacation and sick leave.
- Health Benefits – We offer extended health coverage including prescriptions, dental and extended health.
- Employee Assistance Program (Incl. family members) – We offer access to support.
- Flexible Work Schedule – We offer the option to work remotely when needed.

- Collaborative and Inclusive Work Environment – We work together.
- Great Location – We are located near downtown Victoria.

JOB SUMMARY

Manager, Social Inclusion

The role of this position is to support, coordinate, initiate, and manage the social inclusion activities of the Coalition in the context of the Coalition’s multi-year Strategic Plan and annual Business Plan. This role requires a flexible, confident, self-directed individual who can effectively apply critical thought to challenging and complex situations in a timely manner. The position presents an opportunity to work on critical and innovative social inclusion initiatives with the objective of fully integrating people with lived experience (PWLE) in decision making, consultation, and participation in Coalition governance and programs.

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|----------------------------------|------|
| 1. Program management: | 30 % |
| 2. Project coordination: | 50 % |
| 3. Operations and administration | 20 % |

STRUCTURE & ACCOUNTABILITIES

Employment Structure

Title: Manager, Social Inclusion

- Reports to the Executive Director, and
- Works collaboratively with the Coalition Administrative Coordinator, Manager of Community Development, the People with Lived Experience Community Advisory Committee and other staff as identified on a project by project basis.

Specific Accountabilities

1. Guidance to the People with Lived Experience Community Advisory Committee through participation in regular meetings
2. Guidance to other working and advisory groups as required
3. Supervision and guidance to social inclusion support staff:
 - a. Liaisons
 - b. Peer co-chairs
 - c. Peer Housing support
4. Booking and coordination of Speakers Bureau events
5. Participation in weekly Coalition staff team meetings
6. Facilitation of monthly or twice monthly Social Inclusion Community Advisory Committee team meetings
7. Training for all social inclusion support staff
8. Training on social inclusion (e.g. language protocol) to Coalition Board, Steering Committee, working groups and other committees

9. Participation in Community Engagement & Communications Working Group
10. Evaluation of social inclusion activities on an ongoing basis to ensure objectives are being met and to work in support of broader coalition goals, community plan and business plan
11. Participate in Coalition Steering Committee meetings
12. Financial duties as required in support of Social Inclusion activities:
 - a. Budgeting
 - b. Financial reporting
 - c. Petty cash
 - d. Credit card

EDUCATION, TRAINING & EXPERIENCE

- University degree in social work, community development, social planning, public health or relevant degree
- A minimum of 3 years professional experience in social work, social planning, public health, community development or similar experience
- Working knowledge of homelessness, 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 supervision, report-writing and media releases
- Demonstrated experience with the non-profit sector

MINIMUM COMPETENCIES

Must possess the following competencies:

- Ability to foster positive **relationships** with a diverse population and stakeholder community
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships.
- Ability to think critically.
- 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 understand how decisions affect the bottom line (**financial acumen**)

GENERAL REQUIREMENTS

- This position requires some flexibility regarding hours, as some meetings may occur after normal working hours and possibly throughout Greater Victoria.
 - 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 employment.
 - Must follow the Coalition's policies, procedures and orientation manual.
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Interviews are expected to begin the week of November 9, 2017

Interested candidates should submit a cover letter outlining why you are the ideal candidate, along with a detailed resume as a single document to the attention of:

admin@victoriahomelessness.ca

Cover letter and resume must be received by:

By 4 P.M. PST: October 27, 2017

The subject line must show Manager, Social Inclusion and your last name.

Only those selected for interviews will be contacted.