

JOB DESCRIPTION



greater victoria
coalition to end
homelessness
hope has found a home

TITLE: *Community Development Assistant*
LOCATION: Victoria, BC
TERM: Term-limited part-time (21 hours/week to March 31, 2019)
WAGE: \$20.50/hour (Local Living Wage)

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (the Coalition) was formed in 2008 with a mission to end homelessness in the capital region. The Coalition's activities centre around funding effectiveness, system effectiveness, inclusiveness, evidence-based reporting, and building capacity. As a "backbone" organization, the Coalition facilitates information sharing, relationship building, and strategic planning to ensure the collective efforts of stakeholders are making the greatest possible difference.

Who You Are

You seek meaningful work surrounded by people who are passionate about housing and homelessness from a rights-based perspective. You are values-driven and outcome oriented, thriving in a collaborative environment in which diverse stakeholders work toward a common goal. You have strong organization and communication skills and move quickly from broad concepts to practical, actionable steps and clear deliverables. You see meaningful community engagement as essential to community development, and you excel at verbal and written communication, social media and design.

Why Choose Us

- Growth Opportunities – We encourage ongoing professional development
- Employee Support – We are leaders in responsive employee support options, including for contract and part-time employees
- Flexible Work Schedule – We offer the option to work remotely or to vary your work schedule when needed
- Collaborative and Inclusive Work Environment – We work together
- Great Location – We are in downtown Victoria and work across the region

JOB SUMMARY

Community Development Assistant

This position supports the work of the Community Development Manager (CDM) in engaging and communicating with stakeholders (funders, partners, members, interested parties and the community as a whole) to end homelessness throughout the Capital Region. This position will coordinate projects and deliver communications in partnership with the CDM and relevant stakeholder tables. This role requires a flexible, self-directed individual who can communicate clearly, balancing persuasion, compassion and correct writing in plain English. This position presents an opportunity to work on high-profile initiatives and to share with the community how those initiatives will help end homelessness and create vibrant, inclusive communities for all.

1. **Communication:** **50%**
 - a. co-create editorial calendar with Community Development Manager,
 - b. draft social media and blog posts consistent with the editorial calendar,
 - c. draft group emails using Outlook, Constant Contact, (or other media as adopted)
 - d. design, save, and share appropriate graphics for print and online use using the Adobe Creative Cloud suite of software
 - e. create and/or update, share, and collate responses to Coalition surveys via Survey Monkey
 - f. create, promote, and track Coalition events via EventBrite
 - g. take photographs and record video for use in print documents and online
 - h. maintain and update website content (victoriahomelessness.ca)

2. **Project Coordination:** **30%**
 - a. Maintain contact lists, mini-minutes, and communication priorities for the System Improvement, Monitoring and Evaluation and Community Engagement and Communication Working Groups
 - b. Maintain Coalition and partner calendar on victoriahomelessness.ca
 - c. Assist with member engagement, including maintaining current member contact list, as requested

3. **Operations and Administration:** **20%**
 - a. Assist with research and drafting of project reports
 - b. Report on Community Development activities in the absence of the CDM

EDUCATION, TRAINING & EXPERIENCE

- University degree in Community Development, Communications, Humanities, or Social Sciences.
- Experience with 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.
- Adept with Microsoft Office, Adobe Creative Cloud, WordPress, social media, and other tools for communication and collaboration.
- Experience with both academic and community-based research a valued asset

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 understand how decisions affect the bottom line (**financial acumen**), including a familiarity with general financial and accounting principles and practices.