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Community Outreach Manager

Greater Victoria Coalition to End Homelessness - Victoria, BC

Job Summary

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 seeking a passionate, engaged, proactive **Community Outreach Manager**. You have a heart for social inclusion and working with people with lived experience of homelessness. You are process and values-driven, and thrive in a collaborative environment where diverse stakeholders work toward a common goal. You move seamlessly from broad issues or concepts to practical, actionable steps and measurable outcomes ensuring effective community engagement through the process.

The position presents an opportunity to work on critical and innovative social inclusion initiatives with the objective of fully integrating people with lived experience in decision making, consultation and participation in Coalition governance and programs.

Reporting to the Executive Director, you will work collaboratively with the Coalition Administrative Coordinator, Manager of Community Development, the People with Lived Experience Community Advisory Committee and other staff as required. 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.

ACCOUNTABILITIES:

- Evaluate social inclusion activities on an ongoing basis to ensure objectives are being met and work in support of broader coalition goals, community plan and business plan.
- Train, supervise and guide the social inclusion support staff including liaisons, peer co-chairs and Peer Housing Support staff.
- Support the Community Advisory Committee through participation in regular meetings.
- Facilitate People with Lived Experience Community Advisory Committee team meetings.
- Provide training on social inclusion (e.g. language protocol) to Coalition Board, Steering Committee, working groups and other committees.
- Participate in Community Engagement & Communications Working Group and Coalition Steering Committee meetings.
- Participate in weekly Coalition staff team meetings.
- Manage financial duties as required in support of Social Inclusion activities including budgeting and financial reporting.
- Book and coordinate Speakers Bureau events.

EDUCATION & EXPERIENCE:

- University degree and a minimum of 3 years professional experience in a leadership role preferably in social work, social planning, public health or community development.
- Working knowledge of homelessness, supported, supportive, affordable housing and related services.
- Demonstrated experience with supervision and report-writing.

Company Info

Greater Victoria Coalition to End Homelessness

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- Experience with Microsoft Office suite; InDesign, website design/development and other online tools for communication and collaboration considered a plus.

COMPETENCIES:

- Natural relationship builder; enjoys people and working with diverse stakeholders.
- Flexible, confident, organized, self-directed critical thinker and problem solver who thrives in challenging and complex situations under pressure and with deadlines.
- Excellent communication skills; must speak and write clearly and accurately.
- Comprehensive understanding of interpersonal practices and approaches to successfully facilitate, negotiate and manage internal and external relationships.
- Able to take initiative, including to set and achieve goals on-time within budget.
- Consistently maintains a positive and enthusiastic outlook and takes responsibility.
- Thorough understanding of how decisions affect the bottom line.
- Diverse social media and project management experience.

This position requires some flexibility regarding hours, as some meetings may occur outside of business hours. You must also possess a valid Class 5 Driver's License and have access to a reliable vehicle.

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 paramedical.
- 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 Type: Full-time

Salary: \$50,000.00 to \$60,000.00 /year

Job Location:

- Victoria, BC

Required education:

- Bachelor's

Required experience:

- professional and leadership: 3 years

Required license or certification:

- Class 5 Drivers License

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