

Job Title: Coordinator

10 month contract: March 1st –December 31st, 2012

The New Westminster Homelessness Coalition (NWHC) brings together a broad range of community and government organizations that provide services to people who are homeless or at-risk of becoming homeless. Members meet every second month to share information, knowledge, and to create solutions. Our Mission: Create a continuum of housing options and supports in the City of New Westminster for those people who are homeless, at risk of being homeless, vulnerable or requiring assistance to secure a home.

Job Purpose:

Under the direction of the two Co-Chairs, the NWHC Coordinator will provide overall support to the Coalition and assist members in implementing the 3 year action plan.

Duties and Responsibilities:

- Raise community awareness about homelessness, its causes and its solutions.
- Provide clerical support to all Coalition meetings – e.g., meeting coordination, prepare agendas, take minutes and follow-up of action items.
- Support the review, update and implementation the Coalition 3-year Action Plan .
- Oversee all communication and marketing materials – e.g., website, new member orientation
- Apply for grants and conduct fundraising to support the work and programs of the Coalition.
- Build stronger relations and ties with the business and faith communities.
- Continue to build the membership base and strengthen collaboration and partnerships among member organizations.
- Supervise all programs and services of the Coalition

Qualifications and Requirements:

Knowledge of homelessness and relevant issues such as poverty, housing and support services are required. Facilitation and group problem-solving skills and good presentation skills are required as are excellent written, verbal and interpersonal communication skills. Strong organizational, analytical, reporting and time management skills with the ability to understand and communicate the broader implications of plans and activities. The ability to work with a diverse group of stakeholders is a must. Ability to work independently and be a self starter is an asset.

Remuneration:

Total Maximum Contract = \$10,000 (\$25.00 per hour, 40 hours per month, flexible schedule)

To Apply:

Please submit your resume and cover letter via fax or e-mail only, **NO PHONE CALLS PLEASE.**

Only qualified candidates will be contacted for an interview.

Attn: Kara-Leigh Jameson **Fax:** 604-520-1798 **Email:** karaj@seniorsservicesociety.ca

Application deadline: February 24, 2012