

**Alliance to End Homelessness Ottawa**  
Project Coordinator (Plan to Prevent and End Youth Homelessness)  
**Full-Time 2-year Contract**

The Project Coordinator (Plan to Prevent and End Youth Homelessness) is responsible for leading the development and early implementation **of an *Integrated Community Plan, rooted within a Housing First model for youth (16-25), to Prevent and End Youth Homelessness in Ottawa (the Plan)***. This Plan's development is being guided by on-going consultation with Alliance members and key stakeholders in the community, with the support of a working group and champions table created for this initiative. The framework's development and early implementation will require effective project management and continued community engagement, collaboration, and relationship management. The Coordinator will report to the Executive Director of the Alliance to End Homelessness Ottawa.

**Essential Responsibilities**

Collaborate

- Working closely with key stakeholders - including local service providers, community organizations, the public sector, local businesses, people with lived experience, researchers and the broad community – towards the development of an integrated community plan.
- Ensuring engagement of youth through all stages of the Plan's development and implementation.
- Creating and enhancing partnerships in the community to build a strong systems approach.
- Accepting guidance and direction from the working group and from local and national partners, sharing information effectively and reciprocally to ensure accountability and achievement of goals.

Communicate

- Communicating the Plan throughout the community to elicit understanding and engagement.

Plan / Project Management

- To be an active, driving force for the Plan's development.
- In collaboration, establishing project priorities, goals and activities for the Plan in year 1 and beyond.
- In collaboration, leading the planning of community-wide engagement events.
- Identifying local needs and determining opportunities for development or improvement within the youth-serving sector.
- Building capacity within the community by facilitating and helping to create opportunities for cross-disciplinary learning and system change.
- Pursuing and developing partnerships for funding and other supporting resources.

Monitor and Manage

- Ensuring progress towards completed development and early implementation of the Plan.
- Collecting and sharing community data that will guide and measure the effectiveness of the Plan.
- Supporting the development and use of data collection tools, and on-going evaluation, to ensure achievement of outcomes and to examine local impact over time.

**(over)**

## About You

*The successful candidate will:*

- work effectively with a guiding committee, taking direction & feedback
- be flexible, creative and innovative
- have excellent leadership skills
- relate to youth effectively and appropriately (you might even be a young person!)
- have exceptional public speaking, written communication and organizational skills
- desire to work independently and seek support & guidance where necessary
- have strong proposal writing skills
- have the ability to prioritize and take initiative
- have a university degree in a related area (including, but not limited to, social work, sociology, psychology, public administration, geography, policy studies) or a college diploma with relevant work experience
- wish to make a substantive contribution towards preventing and ending youth homelessness in Ottawa

*Ideally, the successful candidate will have:*

- ability in English and French; ability in additional languages will be an asset
- understanding of the needs of diverse youth within our community
- knowledge and/or lived experience of the issues of homelessness and youth homelessness
- knowledge of existing social services and local programs within Ottawa
- knowledge of the housing sector in Ottawa, including the availability of services and supports along the housing continuum
- experience in areas including project management, public engagement, report writing, strategic planning and community development
- experience working with government agencies, the non-profit sector, local business and service providers
- demonstrated ability to facilitate youth engagement
- experience convening and facilitating large groups
- knowledge of factors that contribute to positive youth development
- knowledge of the housing first model
- knowledge / understanding of the common barriers to youth housing

## To Apply

Please submit your cover letter and résumé by email or mail – so that it is received by Friday, August 21, 5:00 pm:

Email: [info@endhomelessnessottawa.ca](mailto:info@endhomelessnessottawa.ca)

Mail: Alliance to End Homelessness Ottawa  
171 George Street  
Ottawa, ON K1N 5W5

*Thank you to everyone who applies! We will review all applications; however, only those selected for further discussion will be contacted.*