

L'ALLIANCE POUR
METTRE UN TERME
À L'ITINÉRANCE



ALLIANCE TO END
HOMELESSNESS
OTTAWA

Alliance to End Homelessness Ottawa
Project Coordinator – Community Engagement

Type of Position

Full-time, 10-Month Contract (September 2020 – June 2021), with possibility of renewal

Hours of Work:

37.5 hours/ week, Monday – Friday, may include some evenings and weekends, depending on relevant events

Anticipated Term: September 2020 – June 2021

Compensation:

This is a 10-month contract position, with an hourly wage of \$28.21 – 30.77, depending on level of experience

Application Deadline: August 14th, 2020 at 5:00 pm

Location & Office Environment

Ottawa, Ontario

Due to COVID-19, this job will remain remote for the foreseeable future. The successful candidate will be compensated for the use of their computer and phone, and provided with the necessary software to complete their duties, including the use of Zoom and other online collaboration tools. They will be expected to provide their own Internet connection and telephone in order to stay connected.

Description of Organization

The Alliance to End Homelessness Ottawa (ATEHO) is a member-driven coalition of local organizations and individuals collaborating and advocating to prevent and end homelessness in Ottawa. The Alliance aims to achieve an inclusive city where everyone has a secure, appropriate and affordable home.



The mission of the Alliance is to be the lead advocate in mobilizing and facilitating community-wide action to end homelessness in Ottawa, through advocacy, knowledge sharing and service collaboration.

As one component of a United Way funded project, ATEHO is seeking a Project Manager to coordinate a team of people with lived experience of homelessness, and to support the development of policies and processes related to its strategic priority to promote community-wide collaboration and integration of services within the homelessness sector. The Project Manager will require effective skills in project management, community engagement and collaboration, systems thinking, strategic analyses, strong communication, and relationship management.

The Project Manager will report to the Executive Director of the Alliance to End Homelessness Ottawa.

Responsibilities

Under the guidance of the Executive Director, ATEHO, the Project Manager will be responsible for creating and coordinating a team of people with lived experience of homelessness and for developing policies and processes on system coordination and integration designed to prevent and end homelessness in Ottawa.

Coordination of Team with Lived Experience

- Recruit, hire, train and support a team of people with lived experience of homelessness to work with the Alliance on system integration and coordination.
- Develop a recruitment process and oversee hiring of the Lived Experience (LE) Liaison Team.
- Provide ongoing training and development opportunities for the LE Liaison Team, ensuring all are provided with resources and supports to carry out their work.
- Oversee payment of honorariums for the team, putting in place appropriate accountability measures.
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- Develop, in partnership with the LE Liaison Team, strategic and relevant initiatives, goals and outputs that directly relate to system integration and coordination.
- Coordinate the work of the team to participate effectively in planning and working groups related to system coordination of homeless-serving agencies in Ottawa.

Development of Policies and Processes on System Coordination and Integration

- Support the Executive Director in assessing coordination and decision-making mechanisms for the homelessness sector, that streamline and link various working groups to a broader outcome of reducing homelessness collectively.
- Develop policies and processes that relate to system coordination and integration.
- Consult with all service providers (over 100 agencies with multiple programs in each agency) working with people who are homeless and at risk of homelessness as critical input to the development of comprehensive policies and processes.
- Develop clear, consistent information about what resources are available, the flow of communication across partners, and coordination opportunities, and promote a focus on housing people as the first line of defense for people who are homeless.

Administration and Reporting

- Track numbers of LE Liaison Team hired and trained.
- Track numbers of learning activities offered to the LE Liaison Team and numbers of meetings or gatherings held.
- Track hours worked and honoraria paid to the LE Liaison Team.
- Coordinate scheduling, meetings and related materials.
- Draft reports for funders and as required by the Executive Director, for funders, Working Groups and the Alliance Board.



Research

- Maintain in-depth knowledge of current trends in homelessness research, particularly as it pertains to system coordination and apply relevant information to policies and community planning approaches.

Demonstrated Education & Experience Required:

- Preferred Master's degree in a related area, or equivalent experience in community development, adult or youth education, policy or communications programming.
- 3+ years of Project Management experience in a fast-paced environment.
- Strong Facilitation, Communications and Group Leadership skills working with diverse stakeholders.
- Proven experience in Policy Development, Consultation and Reporting.
- Experience working with decision makers in community organizations, governments, academic and community agencies as well as with national networks.
- Thorough knowledge of community development and planning principles along with an understanding of homelessness and housing policy, program and funding issues locally, nationally and internationally.
- Outstanding communication and interpersonal skills, with the ability to build relationships with a diverse set of stakeholders.
- Demonstrated ability to manage projects and deadlines while overseeing a comprehensive budget.
- Ability to work independently and to exercise judgment and discretion.
- Familiarity with website management, on-line communication tools (Zoom, Google Meet), Microsoft Office and social media.

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To Apply:

We encourage applications from individuals who reflect the broad diversity of communities we work with and disproportionately experience homelessness and housing insecurity, in particular those with lived experience of homelessness, women, First Nations, Inuit, and Metis People, racially visible groups, people with disabilities, and LGBTQ2S+ communities.

If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

Please send your resume and cover letter to Kaite Burkholder Harris (Executive Director) at info@endhomelessnessottawa.ca with the subject line Project Coordinator – Community Engagement Application by: **Friday, August 14thth at 5:00 pm.**

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.