The Project Coordinator will lead the implementation of End Homelessness St. John's (EHSJ)'s first biennial homeless count, titled 'Everyone Counts'. This position will report to the City of St. John's Manager of Non-Profit Housing and EHSJ's Community Development Worker, and will be accountable to and work closely with EHSJ's Project Advisory Team and key stakeholders. The Project Coordinator will plan and implement ‘Everyone Counts’ in consultation with and guided by the Project Advisory Team.

'Everyone Counts' will help End Homelessness St. John's gather information on the demographics and service needs of the homeless population in our community. It will include a count of the number of people experiencing homelessness in St. John's on a single day (Point-in-Time Count, November 30, 2016), as well as a focused youth outreach approach during the Count week to enhance our knowledge of hidden homelessness among this population.

Through this snapshot of homelessness, Everyone Counts will help us to better understand homelessness in St. John’s. With successive biennial counts, we can measure our progress towards ending homelessness in our community. By integrating the youth approach into the project, End Homelessness St. John’s will gain a better understanding of the specific challenges facing youth who experience homelessness or who are at risk of homelessness, while contributing to the development of best practices and methodologies for Youth Point-in-Time Counts across Canada in the future.

Canada's Homelessness Partnering Strategy (HPS) and the Canadian Observatory on Homelessness (COH) support Canada's communities to conduct local Counts, and both HPS and the COH are partners in the St. John's Count. Choices for Youth's Youth Leadership Council will also play a key role in the project's youth component. The City of St. John's Community Services Department will administer the project. Please see an overview of Everyone Counts at http://www.nlhhn.org/stjs.htm.

The Project Coordinator will be responsible for:

- Refining EHSJ's Count methodology, in accordance with the minimum requirements of Canada’s Homelessness Partnering Strategy (HPS);
- Overseeing outreach and communications;
- Mobilizing the homeless serving-sector;
- Leveraging community support and participation;
- Working with EHSJ's Project Advisory Team, Lived Experience Council and Choices for Youth’s Youth Leadership Council during the development and implementation of the youth and broader Count;
- Recruiting and training volunteers;
- Ensuring the safety of volunteers and participants;
• Coordinating data input and analysis;
• Reporting regularly to EHSJ and its Project Advisory Team;
• Preparing the final project report(s) for EHSJ and its partners.

Qualifications

Education: Applicants must have successfully completed a post-secondary education program with a specialization in project management, social work, social science, community development, community planning, health, and/or research.

Experience: A minimum of 2-3 years of experience in the housing or homelessness sectors, or a related field, with focus on coordinating community projects, programs or events as well as working with diverse partners, governments and stakeholders. A demonstrated understanding of issues related to homelessness. Demonstrated knowledge of survey design and/or quantitative research methods. Familiarity with volunteer recruitment, training and coordination. Experience working with youth (ages 13-24). Direct experience working with individuals experiencing homelessness is an asset. Knowledge of/experience with populations affected by homelessness - for example: families, youth, indigenous peoples, LGBTQ2 individuals, racialized communities. Proven ability to effectively manage crisis situations. Experience working with the media. Excellent oral and written communication skills. Superior presentation and public speaking skills. Must possess a “Class 5” driver’s license, have access to a vehicle, and carry business insurance.

Any equivalent combination of education, training and experience, which would provide the required knowledge and skills, may be considered

General Competency Requirements:

Culturally Congruent: A passion for, belief in and communication of the EHSJ vision, mission and values. Will promote a transparent, ambitious, goal and achievement oriented culture. Demonstrates a strong service ethic and customer service approach.

Building Effective Teams: Creates strong morale and spirit in her/his team; shares wins and successes; fosters open dialogue; delegates appropriately to team; defines success in terms of the whole team; creates a feeling of belonging in the team.

Project Management Skills: Proven strong project management skills with ability to multi-task and set priorities within tight timelines.

Analytical & Financial Management Skills: Ability to analyze data to arrive and effective conclusions and understanding of financial implications of data.

Collaborative and Collegial: Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
Managing change: Ability to adapt and thrive in a changing environment; capable of maintaining high levels of performance under pressure.

Results Oriented: Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against the EHSJ direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.

Credibility: Demonstrated ability to build organizational trust in his or her professionalism, expertise and ability to create solutions and deliver desired outcomes.

Compensation:

This position is contractual with an estimated end date of March 31, 2017. The rate of pay for this position is $29.36 per hour. Hours of work are Monday – Friday 9:00 a.m. – 4:30 p.m. (33.75 hours per week).

Applications must be received by 4:00 p.m. Friday, August 19, 2016. Interested persons should forward their resumes electronically (quoting posting # 16061) to the Human Resources Division through E-mail: hr@stjohns.ca

The City of St. John’s is an equal opportunity employer and is committed to the employment of a qualified workforce which reflects the community’s diversity.