

## JOHN HOWARD SOCIETY PEI

**Job title:** Homelessness Partnering Strategy (HPS) Coordinator

**Work Location:** Sherwood Business Centre, Suite 21

**Start Date:** Mid December

**Reports to:** John Howard Society Executive Director

**Full Time:** 37.5 hours a week

**Salary:** Competitive based on education and experience

**General Description:** The HPS Coordinator has a senior level responsibility to provide direction and oversight for the implementation and delivery of the Government of Canada's Homelessness Partnering Strategy (HPS) program on behalf of the John Howard Society of PEI. This program has a goal to prevent and reduce homelessness within the designated cities of Charlottetown and Summerside and the rural communities of Prince Edward Island. This position will work within a not-for-profit environment and work effectively with volunteer advisory boards, Federal funding representatives and other community and government partners.

### **Essential Duties and Responsibilities:**

- Provide secretariat, professional and leadership support to the Community Advisory Board;
- Provide administrative and governance resource to volunteer advisory boards;
- Increase community awareness and responses for persons who are homeless or at risk of becoming homeless;
- Solicit projects, prepare third party agreements, process claims and monitor approved projects, ensuring they meet HPS/Federal eligibility requirements;
- Provide effective project management and guidance to subprojects;
- Provide guidance and facilitate joint communication between approved HPS projects;
- Plan and host Community Engagement forums;
- Provide an advocacy resource on behalf of volunteer advisory boards and for related activities and projects of HPS;
- Prepare annual planning and reporting documentation per Federal requirements;
- Develop and maintain an appropriate financial accounting and filing system;
- Collect and analyze data as required;

- Maintain the administrative unit to manage HPS funds and activities;
- Prepare and deliver community presentations on HPS related programs and activities;
- Coordinate media requirements on behalf of the HPS program;
- Represent HPS on national, provincial and municipal initiative relating to homelessness and housing;
- Perform other related duties as required.

**Education and/or Work Experience Requirements:**

- Post-secondary education in management, business studies or other related fields;
- Extensive experience working with volunteer boards and community-based organizations.

**Personal Skills and Attributes:**

- Community and organizational development and networking abilities
- Must be self-motivated and work independently with minimal support
- Excellent written and verbal communication skills
- Excellent computer proficiency
- Reliable vehicle

**Other:**

- **Closing date midnight, November 28<sup>th</sup>, 2018**
- Successful applicant must provide a satisfactory Criminal Record Check prior to receiving an offer of employment;
- **Only applicants selected to be interviewed will be contacted;**
- Resume and cover letter can be sent to [johnhowardsociety@pei.aibn.com](mailto:johnhowardsociety@pei.aibn.com);
- P.O.. Box 1211, Charlottetown, PE, C1A 7M8 or by fax 902-628-6842.
- **No telephone calls please.**