

# **PROJECT COORDINATOR**

## **Position Summary**

In partnership with the Lakehead Social Planning Council, the Housing and Homelessness Coalition, and Service Canada, the Project Coordinator will be responsible for the overall coordination, management and implementation of the Community Plan, while reporting to a community-based steering committee. The key responsibilities will be to:

1. determine all funding that flows into Thunder Bay for Housing and Homelessness initiatives and its current source;
2. ascertain what services are available through these funds and who administers them;
3. identify all available sources of funding for Housing and Homelessness initiatives and determine if there are pockets of funding that we are not accessing;
4. the imperative of this position will be to define our community priorities and update our Community Plan.

## **Duration:**

Temporary in nature  
5 month duration - 70 hours per month

## **Responsibilities**

- Assumes the role of Project Coordinator, developing the framework in relation to the building of the local Housing and Homelessness Community Plan
- Designs and carries out focus group
- Analyzes and interprets existing data, draws and reports on conclusions and findings
- Prepares project updates, reporting and distributing to project steering committee and other partners as required
- Facilitates steering committee meetings; prepares agenda and records proceedings; arranges facilities and materials for meetings
- Creates final project report

## **Qualifications**

### **Education/Experience:**

- University degree in social services or a related field
- Experience with community consultation and research activities
- Solid understanding of local housing and homelessness issues

**Skills/Abilities:**

- Superior ability to communicate effectively and concisely, both orally and written
- Ability to establish and maintain effective working relationships with private and public officials, co-workers, and the general public
- Possess excellent leadership, facilitation, and presentation skills and techniques
- Proven planning, analytical and organizational skills
- Demonstrated ability to effectively coordinate multiple projects and to adhere to deadlines
- Ability to work independently
- Proven ability to be an innovative and proactive problem solver and decision maker
- Proficient in the use of computers, internet, email and Microsoft Office products.

**Conditions of Employment**

- The use of a vehicle is required
- Must be willing and able to work flexible hours.

**Please apply in confidence to:**  
Lakehead Social Planning Council  
Attention: Marie Klassen  
E-mail: [mklassen@tbaytel.net](mailto:mklassen@tbaytel.net)

**Application deadline:**  
November 9th, 2009