

JOB DESCRIPTION

Title: COORDINATOR

Program: COMMUNITY ACTION GROUP ON HOMELESSNESS

Organization: CAPITAL REGION MENTAL HEALTH & ADDICTIONS ASSOCIATION INC

The Community Action Group on Homelessness (CAGH) is a joint community program of Fredericton non-profit agencies, government representatives, and community leaders working together to end homelessness.

Our mission is strengthening community capacity to end homelessness in Fredericton through collective planning, collaboration and community engagement.

Our vision is a community where all who find themselves homeless have immediate options for housing and support, with the ultimate goal of ending homelessness.

Our objective is the development of a multi-year plan to end homelessness in Fredericton.

Key responsibilities:

Reporting to the CAGH Leadership Team, the coordinator is responsible for:

Strategic Planning and Partnership Development

- Support key partners to implement and evaluate Fredericton's Plan to End Homelessness.
- Develop and sustain key partnerships (locally, provincially, and nationally) in order to advance the mission, vision and objective of the CAGH.

Team Facilitation and Event Management

- Facilitate collaboration and information sharing between stakeholders using effective group processes and facilitation techniques.
- Organize and facilitate community events and planning sessions in support of the implementation of Fredericton's Plan to End Homelessness.

Communications

- Create and implement strategies for communicating research and best practices in order to mobilize knowledge and action to address homelessness.
- Manage internal and external communications of the CAGH.
- Prepare and deliver presentations, written materials and multimedia.
- Manage the CAGH website, email marketing and social media platforms.

Knowledge, Skills and Experience:

- University degree in community development, business, social work, or other related fields and/or considerable work experience in community development, strategic planning, and communications.
- Event planning and facilitation.
- Knowledge of policies related to homelessness and housing in Canada is a definite asset.
- Data acquisition, development and management.
- Excellent oral and written communication skills.
- Project management experience.

Other:

- Self-motivated, self-directed, pro-active and driven.
- Entrepreneurial; has a bias for action.
- Strong interpersonal and leadership skills.
- Open-minded and collaborative.
- Creative, curious nature and agile thinker.
- Comfortable with ambiguity, able to navigate to a solution(s).

This position is a term contract from June 15 2015 to March 31 2016 with the potential for renewal thereafter on an annual basis based on performance.

Interested candidates are invited to submit their resume and cover letter to jobs@cagh.ca.

We thank all applicants for their interest however only those under consideration will be contacted.

Application Deadline: May 20