

JohnHoward

The John Howard Society of North Island

Request for Qualifications

Contract Job Title:

Coordinator – Campbell River & District Coalition to End Homelessness

Issue Date: January 23, 2019

Apply to:

Natalie Meredith

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140 10th Avenue, Campbell River BC V9W 4E3

Closing Date and Time: Posting will remain open until a successful candidate has been found

Overview of the Requirement

The John Howard Society of North Island is seeking a Coordinator for the Campbell River & District Coalition to End Homelessness (CRDCEH).

Under the direction of the CRDCEH, this contractor would be responsible to:

- Coordinate and participate in regular meetings, special events/resource fairs, forums for the Coalition
- Maintain the Coalition email list and ensures the preparation and distribution of agendas, minutes of meetings, and other related Coalition documents in a timely fashion
- Manage and facilitate membership recruitment and engagement
- Manage and facilitate partnerships with funders and other partners
- Support the work of the Leadership Team
- Build and update a five-year plan to end homelessness
- Track funding sources and make applications where directed
- Attend meetings, identify, collect, and summarize data from existing sources, tracking information for evaluation of strategies, producing information for the media
- Update website and other communication materials
- Other services as required for coordination of the Coalition

Schedule

This is a contract position for an initial period of three months, with the potential of an extension if funding becomes available. The initial probationary period will be for three months from the start of the contract. If the services provided are satisfactory, the contract will be extended, subject to funding.

Hours

The contract is for approximately 15 hours per week. The hours per week are flexible to a maximum of 180 hours over the initial three month contract period (the number of hours per week can be adjusted according to the needs of the Coalition as long as the total over 12 weeks is 180 hours.)

Payment

The Coordinator will submit invoices monthly with an accounting of hours and work accomplished. Upon approval, payment will be provided. The maximum payment of the initial three month contract will be \$4,500.

Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

The proponent will possess the following mandatory education and work experience qualifications:

- University degree in a related field
- Two to three years community development or community coordination experience
- Or equivalent combination of experience and education

The proponent agrees to undertake a *Criminal Records Review Act* clearance and a satisfactory *Police Record check*.

The proponent must provide at least three (3) professional references.