



Coordinator, Community Initiatives

Position Summary

The Coordinator, Community Initiatives is responsible to support and manage a wide array of community focused initiatives including, but not limited to, community planning, research, events, consultations sessions, and workshops. All initiatives are developed with the intent to strengthen community support and build community awareness and capacity. As there is involvement from many stakeholders, partners and internal staff individuals and teams, coordinator must ensure flexibility and fairness is demonstrated and balanced to successful completion of all activities.

Reporting Structure

The Coordinator, Community Initiatives reports to the Director, Community Initiatives and in his/her absence the Executive Director. There are no direct reports to this position.

Primary Objectives

- Manages, through an internal and external team process, community initiatives to ensure necessary details are performed up to successful completion
- Provides support to ensure broad based community input and participation in Homeward Trust consultation efforts
- Ensures that all program details are clearly articulated and planning considerations include consistent messaging as determined through internal team effort
- Assist with all aspects of volunteer coordination including researching, organizing, coordinating in order to synchronize ongoing tasks associated with the HTE Community Initiative department goals

Essential Functions

Program Administration

- Self-manage through tasks to coordinate implementation of community programming with guidance from Community Initiatives Director
- Ensure key staff and partners are consulted in a timely manner and at appropriate intervals
- Ensure all Community Initiative activities are completed internally and externally
- Assists in the development of work plans in alignment with Community Initiative department goals
- Support research collection and analysis related to current and potential programs
- Oversees consultant contracts as they relate to community initiatives to ensure all deliverables are met

This position description is under review and may be modified from time to time to clarify specific elements and relationships to other team positions.

- Produces summary reports on progress and results achieved
- Ensures a record of the steps used in program coordination occurs and a file record is up to date for future reference
- Prepares briefs on issues and changes needed within the homelessness service provider community.

Volunteer Coordination

- Coordinate committee meetings, draft minutes and agendas
- Collaborate with volunteer committee members in completing tasks
- Organize meetings, workshops and related events
- Promote involvement in, and support of Homeward Trust activities

Other Duties

- Maintain records and files
- Draft correspondence
- Attend external meetings when requested
- General administrative duties

Qualifications

Professional Requirements

- Graduate of a recognized post-secondary institution with a focus on community development, social studies or related specialty
- Experience in volunteer management, project management, developing and maintaining productive working relationships with a broad range of clients, designing, implementing strategic plans

OR

- A combination of education and experience will be considered

Technical Knowledge and Skills

- Exceptionally strong communication skills
- Ability to coordinate and facilitate meetings and larger gatherings
- Ability to resolve conflicts effectively
- Experience in working efficiently with MS Word, Excel, MS Project, Outlook and Internet
- Proven planning, presentation and organizing skills
- Proven report writing skills

Behaviours

- Community focused
- Culturally sensitive
- Demonstrates flexibility and fairness
- Organized
- Strong contributor in a team environment
- Innovative
- Values and respects individuals

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Please submit your resume and cover letter by Monday, March 22, 2010 at 5pm MST to:

Ron Gregg, Business Services Director

Homeward Trust Edmonton

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Email: jobs@homewardtrust.ca

Fax: 780.496.2634

Only candidates interviewed will be contacted.