



JOB DESCRIPTION

Community Development Coordinator

Job Title:	Community Development Coordinator
Supervisor:	Executive Director Cowichan Housing Association
Position Status:	Full Time
Hourly Rate:	\$32 per hour
Primary Office Location:	Duncan, British Columbia

Position Objective:

At the Cowichan Housing Association (CHA), we believe that stable, secure, accessible, and affordable housing is foundational to healthy individuals, families, and communities. We work to increase affordable housing options and to prevent homelessness in the Cowichan Region through research, community development, homelessness prevention programming and facilitating affordable housing development.

We are seeking an individual to fill the position of Community Development Coordinator. There are two main interrelated components to the position. The first is as coordinator of the Coordinated Access Program through Reaching Home – Canada’s Homelessness Strategy. The main goal of Coordinated Access Program is to develop a standardized process that individuals in need and service providers can follow to improve service delivery and coordinator of housing and health services. The second is leading the development of a Poverty Reduction Strategy for the Cowichan Region. Although separate, these components are directly related and many of the tasks will intersect/overlap.

Essential Functions:

1. Work with a diverse range of partners towards the development and implementation of a standardized process for delivering housing and health services.
2. Create a comprehensive list of service providers in housing and health services across the Cowichan Region as well as other related stakeholders, organized by sector.
3. Create a detailed work plan that identifies the critical path needed to successfully implement a regional Coordinated Access System.
4. In collaboration with the community, develop and implement a co-led Indigenous and Non-Indigenous governance structure to support community development work.
5. Work with service providers and other community groups to identify gaps the system of housing and health services, prioritize those gaps to be addressed first, and develop a strategy for addressing priority gaps.
6. Determine the resources (time, money, equipment, and human resources) to complete projects or project components.

7. Ensure that projects / deliverables are on time, within budget and at the required level of quality.
8. Prepare and present progress reports to the Executive Director, Board of Directors, funders, community members, and others as requested.
9. Complete project reporting including the development of a Poverty Reduction Plan for the Cowichan Valley.

Knowledge, Abilities and Skills

1. Ability to work with a diversity of individuals, groups, and impacted communities coordinating the process on behalf.
2. Strong interpersonal, facilitation, presentation, and community development skills.
3. Strong analytical abilities, computation, negotiation, and problem-solving skills.
4. Strong presentations skills and written and verbal communication skills.
5. Ability to work independently as well as with teams.
6. Knowledge of Word, Excel, and data management software.

Education and Experience

- Minimum 3 years' experience in community development or related field.
- Post-secondary degree or diploma in Social Work or related discipline.
- Priority will be given to candidates with experience in data management.

Working Conditions

- Occasional evening and weekend work as required.
- Must have a valid driver's license and use of a reliable vehicle.

CHA is a BC-registered not-for-profit society and non-union environment.