



SPENCE
Neighbourhood
ASSOCIATION

Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: Housing Coordinator

Spence Neighbourhood Association is looking to fill a full-time, 37.5 hour per week Housing Coordinator position.

The Housing Coordinator is responsible for administering and supervising all housing initiatives and staff within the Holistic Housing department. The Housing Coordinator works with individual residents to solve housing issues they may encounter, and engages with the community, as well as agency and government stakeholders on housing and homelessness issues in the Spence neighbourhood, and works toward solutions. The Housing Coordinator reports to the Executive Director. Limited travel may be required.

Primary responsibilities are:

- Managing and administrating all housing programs and initiatives at SNA.
- Implementing the Spence neighbourhood housing plan.
- Writing proposals and reports, tracking budgets, and compiling statistical reports for funders of all SNA housing programs.
- Developing new housing programs.
- Conducting day-to-day management of housing staff.
- Hiring, training, and onboarding of all new housing staff.
- Local administration of the Homeless Individuals & Families Information System (HIFIS.)
- Administrating Exterior Housing Fix-Up Incentives program (EHFI.)
- Working with community members who apply to the EHFI.
- Working with homeowners to mediate or resolve issues they may have.
- Engaging neighbours, residents, property owners, developers, and city planners on variance applications and new development proposals in the neighbourhood.
- Providing advocacy on housing and homelessness issues affecting the Spence community and representing SNA at stakeholder engagements.
- Engaging with community groups, government agencies, and government representatives on housing and homelessness issues in the Spence neighbourhood and working collaboratively to address them.
- Coordinating research, exploration, and development of projects related to housing located in the Spence neighbourhood. This includes consultation with community, partners, and other stakeholders.
- Working to implement strategies to improve the rental housing stock.
- Creating and facilitating interagency working groups to address specific housing and homelessness issues that may arise.
- Helping facilitate the Board of Directors Housing subcommittee.
- Facilitating the bi-monthly West Central Housing Stakeholders Group.

Desired qualifications:

- Post-secondary degree or diploma in a related field or an equivalent combination of experience and education
- Criminal Records Check with satisfactory result
- Experience working with vulnerable populations

- Must be able to lead a team of 4-8 people and the ability to coach staff and leaders in a respectful but effective manner
- Knowledge of leadership & management principles as they relate to non-profit/voluntary organizations
- Demonstrated commitment to anti-racism, anti-colonialism and anti-oppression
- Must be able to be self-directed, take initiative, and work independently with minimal supervision and oversight
- Ability to establish and maintain collaborative working relationships with colleagues, government, municipalities and private sector
- Excellent written and verbal communication skills, and the ability to facilitate meetings and effectively handle sensitive discussions with tact and diplomacy
- Must be able to support effectively in crisis situations as they arise
- Experience with grant writing and fundraising within a non-profit context
- Experience maintaining and managing deadlines, reporting, and effective communication via email

Assets:

- 1-3 years management experience
- Resident and/or knowledge of the Spence neighbourhood
- Working knowledge & experience in a non-profit environment
- Previous Human Resources, financial, contract and project management knowledge/experience

Hours and remuneration:

The Employee agrees to fulfill a 37.5-40 hour work week. SNA agrees to pay \$23/hour with opportunity for advancement for a 37.5 hour work week on a bi-weekly schedule, with hours paid as worked, depending on skills and qualifications. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Full-time staff will be eligible for a comprehensive benefits package, on the first of the month following their first 90 days of employment.

Responsibilities may require flexible hours to be worked (i.e., evenings and weekends) such as board meetings, occasional extension of hours to meet unanticipated deadlines, supporting evening and overnight staff as needed, or fundraising/community events in the evenings or on weekends. However, regular hours will be between 9:00 am and 5:00 pm, Monday to Friday.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community. Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, women, members of the 2SLGBTQ* community, residents of the West End, and individuals with lived-life experience, as it pertains to this role, to apply.

DEADLINE FOR APPLICATION:	Until Position is Filled
SUBMIT RESUME & COVER LETTER TO: Spence Neighbourhood Association	Attn: Michele Wikkerink Executive Director 615 Ellice Avenue Winnipeg, MB R3G 0A4 Email: michele@spenceneighbourhood.org