



## Living Space Coordinator Job Description

<b>Approver(s):</b> <ul style="list-style-type: none"><li>Living Space Executive Director</li></ul>	<b>Date Approved:</b> <ul style="list-style-type: none"><li>08/04/2019</li></ul>
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**Title:** Living Space Coordinator

**Reports to:** Living Space Executive Director

**Summary:** The position will support the implementation and management of Living Space’s programs, including administrative systems and processes. The position provides support and administrative assistance to the Executive Director and to the Board of Directors by organizing meetings and agendas, recording and distributing minutes and other relevant documents, and maintain an office filing system. She/he will also assist in carrying out Living Space’s mandate at the discretion of the Board or the Executive Director.

This position is responsible for the efficient and effective operation of Living Space programs, including overseeing the service planning processes, coordination and supervision of all activities related to the programs, recruitment and performance management of all staff, as well as monitoring budget, program planning and evaluation. As a member of the management team, the Program Coordinator shares responsibility for Health and Safety in the workplace.

### Core Competencies:

- Demonstrated knowledge of issues related to poverty and homelessness;
- Demonstrated ability to develop a wide range of high-quality written materials, including promotional materials, fact sheets, report;
- Strong organizational and time-management skills;
- Demonstrated ability to facilitate presentations to diverse audiences;
- Understanding of community engagement and the role of social media within it;
- Ability to plan and organize events, coordinate and mobilize volunteers;
- Effective leadership skills, including collaboration, diplomacy and professionalism;
- Creative, confident and enthusiastic.

### Job Duties:

- Assist with the development of protocols and processes to ensure effective and efficient operations of all Living Space programs;
- Assist with the development of protocols and processes to ensure effective and efficient operations of the Living Space Volunteer Program;
- Coordinate and manage the day-to-day operation of the Living Space programs;
- Hiring, supervising, and evaluating staff members;
- Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures;
- Greeting and directing visitors to the appropriate parties;
- Handling basic office duties, such as answering and routing phones, responding to emails, maintaining employee, financial and client records, and data entry and reporting;
- Answering questions and finding information for employees, vendors, and clients;
- Ensuring that the office is well-maintained, organized, and secure;



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- Assisting with special projects, such as process improvements and budget development;
- Developing and implementing new policies and processes;
- In collaboration with the Living Space Program Coordinator, develop and implement a communication plan to raise public awareness on issues related to homelessness in our community;
- Help organize a bi-annual housing summit; participate on planning committee;
- Use effective conflict resolution skills to resolve issues between patrons, between residents and staff / volunteers or between staff / volunteers;
- Other tasks as assigned.

### Requirements:

- Minimum post-secondary education in a relevant field which may include Community Development, Social Justice, or Social Work;
- Must have at least 3 years of experience working within the community development field;
- Experience in administrative support field.
- Proficiency with office technology and equipment.
- Strong task and time management skills.
- Basic math skills and understanding of basic financial concepts.

Living Space is committed to equitable recruitment practices and to achieving a diverse workforce and strongly encourages applications from historically marginalized and/or underserved/underrepresented communities, especially individuals who identify with diverse gender and sexual identities (including LGBTQ2+); women; Indigenous/Black/people of colour; people living with dis/ability, HIV and/or other chronic/long-term health conditions; and people with lived experience of mental illness, substance use, trauma, and poverty.

### Disclaimer:

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

I have read and understand the preceding job description:

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Signature of Employee

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Date

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Signature of Manager

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Date