



Living Space Coordinator Job posting

Position: Coordinator

Location: Timmins

Living Space is a non-profit corporation dedicated to ending homelessness by providing services, shelter, project coordination and planning. It operates programs, including free low-barrier emergency shelter at 27 Cedar Street North, where a range of community partners offers services to help people transition into stable housing. Living Space coordinates planning, volunteer training and funding applications to support efforts to end homelessness

Position Summary:

This position coordinates and supports the development, implementation, and operation of all Living Space programs; including, the Low-Barrier Shelter Program, the Low-Barrier Drop-in Program, the Transitional Housing Program, and the Primary Care Partnership program.

The position will support the implementation, management, and daily operations of Living Space's reception and administrative programs 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. He or she will also assist in carrying out Living Space's mandate at the discretion of the Board or the Executive Director.

Key Responsibilities:

- Assist with the development of protocols and processes to ensure effective and efficient operations of the Living Space programs;
- 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;
- Assisting with special projects, such as process improvements and budget development;



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- In collaboration with the Living Space 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.

Education and Experience Requirements:

- Minimum post-secondary education in a relevant field which may include Community Development, Social Justice, or Social Work;
- Experience working within the community development field;
- Experience providing outreach to marginalized individuals;
- Must have at least 2 years of experience in a role overseeing and providing direction to staff;

Compensation:

This is a non-union/management position. Compensation will be based on the qualifications, experience and leadership as demonstrated by the successful candidate within a total annual compensation range of \$48,000.000 - \$58,000.00

Full job description available: <http://livingspacehub.org>

Applications must contain a cover letter and resume, and will be received in confidence by Jason Sereda via exec@livingspacehub.org no later than April 15, 2019

An Equal Opportunity Employer

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 posting 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.