



JOB POSTING

POSITION: Project Coordinator- Youth Strategy	Full time
LOCATION: Travel throughout York Region	
REPORTS TO: Director of Strategic Partnerships and Program Development	
<p>The Project Coordinator will oversee all aspects of the planning process and in delivering the work plan activities of the Youth Homelessness Prevention and Housing Stabilization Strategy. This will involve developing a system of care that includes service coordination and system transformation for youth at risk of or experiencing homelessness in York Region. Using a Collective Impact approach the Project Coordinator will work with stakeholders to develop and implement a cross sectoral strategy to prevent and end youth homelessness across York Region that includes community-based service providers, regional policy makers and researchers, decision-makers from government systems that impact youth homelessness, and youth with lived expertise of homelessness. The goal of the strategy will be to ensure youth receive timely supports to shorten their experience of homelessness and reduce the likelihood of re-occurrence.</p> <p>With a high level of enthusiasm, the successful candidate is eager to contribute to an inspiring organization that makes significant impact within our community. The incumbent will be self-motivated and driven to succeed with a “solutions-focused” attitude. Inspired to contribute, and ready to work hard and learn quickly in a fast-paced environment, the individual must be passionately inspired by our mission.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Organize a launch event to raise awareness and engage youth cross sectoral stakeholders and decision-makers in the strategy development. • Develop process to engage youth with lived experience at all stages of the process. • Engage in a meaningful way, youth with lived expertise of youth homelessness in the planning and ongoing implementation of the youth strategy ensuring “nothing for them without them”. Engage a broad range of stakeholders, government systems and decision makers that impact youth homelessness. • Coordinate activities of the steering committee and maintain ongoing liaison to ensure good governance, common agenda and vision to guide the strategy development activities. • Organize community consultations • Complete key stakeholder interviews/ meetings, • Provide project coordination support (note taking, meeting space, record keeping, ongoing communication), • Undertake research and best practice analysis • Prepare briefing documents, reports and proposals. • Develop shared measurement and evaluation strategy that supports both the strategy development during planning and implementation AND demonstrate progress in preventing and ending homelessness going forward. • Through broad stakeholder consultation and evidence-led practice, produce a written Strategy that includes youth homelessness strategic framework and implementation plan. • Other duties as required 	
<p>QUALIFICATIONS OR SKILLS REQUIRED:</p> <ul style="list-style-type: none"> • CYW Degree/diploma or a related Human Services discipline or the equivalent combination of education and experience. • Minimum two (2) years coordination experience and demonstrated experience working with street involved youth and awareness of homeless, sexual, mental health, abuse, and addiction issues youth face. • Demonstrated capacity to negotiate with a variety of community stakeholders, excellent written and oral communications skills and interpersonal skills. • Proven strong project management skills with ability to multi-task and set priorities within tight timelines. • Strong administration and leadership skills and experience in the non-profit environment including motivation, delegation, coaching/mentoring, empowerment and demonstrated initiative. 	



- Ability to make decisions and work independently, strong personal ethics, integrity, reliable, time management and organization skills.
- Excellent relationship building, communication and interpersonal skills. The ideal candidate will be able to work independently in a dynamic, complex environment and organize time and workload effectively.
- Understands how to work with the community in a collaborative manner.
- An effective facilitator, ability to manage the feedback process, engage multiple stakeholders, identify and lead critical conversations and build consensus.
- Strong demonstrable oral and written communication with all levels of staff, the public and clients while maintaining objectivity.
- Strong computer skills (including MS Office Suite) and experience
- Proven organizational skills and excellent attention to detail
- Ability to establish and maintain effective working relationships with clients, staff, project partners, community agencies and the public.
- Work as a team player promoting a positive, professional, productive work environment and conduct role with integrity and respect.
- Reinforce a professional and customer service oriented culture that supports community engagement.
- Work collaboratively with other departments and model behavior that encourages a mutually supportive team environment.
- Current First Aid/CPR certification, current vulnerable sector screening (criminal background check), car and valid driver's license with a clean driver's abstract.

INTERESTED APPLICANTS SHOULD FORWARD THEIR RESUME TO: careers@360kids.ca

POSTING DATE: December 19, 2018

CLOSING DATE: January 4, 2019

360°kids is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates. We thank all applicants for their interest however only those selected for an interview will be contacted. 360°kids offers accommodation for applicants in our recruitment processes, if you are contacted regarding a job opportunity please advise if you require accommodation.