



Ontario Aboriginal Housing Services

Position: Program Coordinator

Closing: Posting will remain open until filled

Term: 1 Year Contract or Secondment Position (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for urban and rural First Nation, Métis, and Inuit people in Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Services, provided throughout the province, from our head office located in Sault Ste. Marie and regional offices in other communities, include:

- Property management of over 2300 subsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for our tenants;
- Supporting the development of new housing; and
- Program management, development and title services to local community organizations.

We are seeking a “**Program Coordinator**” for our **Sault Ste. Marie, Ontario** office.

As **Program Coordinator** you will be an integral member of the Property Management and Program teams, coordinating the delivery and administration of the Indigenous Supportive Housing Program (ISHP) and First Nation, Inuit, and Métis Urban and Rural (FIMUR) Housing Program. As Program Coordinator, you will also support additional housing related programs and other non-profit housing providers in the province of Ontario.

Duties and responsibilities will include, but not be limited to, the following:

- Support the OAHS mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Communicate and engage with local, regional and provincial organizations who provide direct service delivery with the objective of developing new and strengthening existing partnerships;
- Generate interest in and assist local, regional and provincial organizations who have a desire to increase their organizational capacity to provide new and enhanced services to people in need;
- Lead the gathering and analysis of a wide variety of data and information sources to assess and prioritize need to ensure program resources will be prioritized to areas of highest need;
- Coordinate and prepare information, logistics and material for meetings;
- Provide a full range of communication services by: producing correspondence, reports, spreadsheets, graphics, and presentations using Word, Excel, PowerPoint, Project Tracking Software; ensuring accuracy of grammar, spelling, syntax and formats; and, manipulating stored data to reformat, revise, and update information;
- Perform administrative duties related to ISHP and FIMUR Programs including maintaining electronic and manual filing systems for program delivery and producing reports, letters and spreadsheets;
- Lead and support delivery of database status reports to internal sources and as outlined in the Delivery Agreement to external sources. Including inputting, manipulating, revising, and updating information in the program database both internally and in external databases as required;

- Prepare applications for the Proposal Review Committee including: receiving, organizing, and screening applications; writing application summaries; collating and photocopying applications; and, ensuring all attachments are included before distribution;
- Communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; providing information regarding program activities; and answering program guideline-related questions and referring more complex enquiries to the appropriate individual;
- Maintain, update, and track progress of approved projects and providing regular status reports for managements review and approval;
- Liaisons with OAHS staff and management, the Boards of other community service organizations, and other private and public stakeholder organizations;
- Develop and document case studies with the objective of generating wide partnership and funding support to replicate successful service delivery models across the Province while ensuring solutions are customized to local needs;
- Work collaboratively with internal Communications staff, partner organizations, and local, provincial, and federal governments to ensure program success, positive outcomes, and wise practices are communicated and shared to with the objective of enhancing sector capacity and ensuring funders recognize and appreciate value;
- Maintain appointment calendars for the Manager and program staff, coordinating schedules, travel arrangements, accommodation, meetings, conferences, teleconferences, and seminars, arranging logistics, equipment, preparing and distributing agendas, minutes and background information/reading materials; and
- Providing reports as required to Programs Manager.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- University Degree or College Diploma in Public Administration, or Business Administration or combination of education and relevant experience considered;
- Knowledge and understanding of homelessness, addictions and mental health support services, and supportive housing;
- Demonstrated ability to work independently within a highly motivated, professional, and results-oriented team;
- Working knowledge of applicable legislation, to coordinate the administration of programs and ensure compliance of proponents with Ministry standards;
- Knowledge of budgetary processes and financial management preferred;
- Strong organizational, investigative, analytical, problem solving, and decision-making skills to participate in project reviews, monitoring, and compliance processes;
- Strong facilitation, consultation, training, and team building skills to foster effective partnerships and integrated networks with internal and external stakeholders;
- Working knowledge of project development including new construction processes and procurement requirements;
- Excellent oral and written communication skills as well as cooperative and consensus building approach;
- Knowledge of computer software (Word, Excel, project management), and database applications to administer the documentation and procedural processes;
- Ability to coordinate projects concurrently and to meet stringent deadlines;
- Ability to learn and use multiple software programs including Ministry of Housing and business management software; and
- Ability to exercise sound judgement in working with applicants, Program staff, and management to facilitate and ensure implementation of effective supportive housing project delivery services in compliance with legislation and program policies/standards.

Conditions of employment:

- Ability to travel extensively when/where required, generally within the province of Ontario;
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References; and
- Current, valid Ontario Driver's Licence and safe driving record.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - A competitive salary in pay band B4 with a range of \$39,000.00 to \$62,400.00

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to HRSSM@oahssc.ca or
- Mail confidentially to: Amanda McAuley
Human Resources and Payroll Associate
Ontario Aboriginal Housing Services
500 Bay Street
Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

We thank all candidates who chose to apply however only those selected for an interview will be contacted.