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The Newfoundland & Labrador Housing & Homelessness Network (NLHHN) currently has an opening for a **Communications & Training Coordinator**, with the hours of employment being Monday-Friday 8:30am – 4:30pm (37.5 hours per week).

This position is tentatively scheduled to start mid-November and will continue until March 31, 2022, with annual renewal based on funding approval.

Summary:

Under the direction of the Executive Director, the Communications & Training Coordinator will create, organize & facilitate community engagement events, provide a supportive Role to the 10 Community Advisory Boards (CABs) throughout the province, participate in monthly CAB meetings, coordinate training opportunities, maintain an active social media presence, and prepare monthly reports as required. Other related duties may arise based on the organization's operational needs.

Community Engagement:

Build and maintain professional relationships with a range of internal and external agencies including, but not limited to: Community Advisory Boards (CABs); Government Agencies (Federal, Provincial and Municipal); Community Town Councils, Businesses; Service Providers; etc.

In partnership with other stakeholders & community organizations, plan and coordinate community engagement events including, but not limited to: NLHHN Provincial Conferences; Annual Pancake Breakfast; Raising the Roof; etc.

Maintain records and prepare monthly reports regarding community engagement contacts and events as required.

Training Opportunities:

Manage various training events and programs which includes designing, developing, coordinating and overseeing training on behalf of the NLHHN at the Provincial Learning Centre and at identified outreach sites.

Responsibilities will include:

- Manage and maintain in-house Learning Centre facilities and equipment.
- Conduct needs assessments and identify knowledge and skills gaps that need to be addressed.
- Market and promote available training opportunities and provide relevant information to community and government organizations via traditional and social media.
- Partner with the NLHHN stakeholders and liaison with training professionals regarding instructional design.
- Utilize appropriate training methods including meetings, seminars, workshops, web-based, conferences, etc.)

- Design and develop training plans and programs using accepted adult education principles, and appropriate educational aids and materials.
- Track new training methods and techniques.
- Maintain an updated curriculum database, calendar of events and training records.
- Assess training events and provide a summary of the evaluation findings.
- Maintain records and prepare monthly reports regarding training events as required.
- Participate in training and professional development opportunities as required.

Social Media:

Daily maintenance and updating of social media platforms including, website, face book and twitter accounts.

Coordinate the distribution of the NLHHN Network News and maintain up to date contact information.

Qualifications and Experience:

- University degree with emphasis on Education, Training or related discipline with 2-3 years of relevant experience. Lesser formal qualifications with substantial experience may be considered.
- Minimum of 3 years' experience working in the non-profit sector.
- A strong knowledge of housing and homelessness issues, media and public relations, along with government policy.
- Experience in developing, planning, programming and delivering training sessions, preferably within a community context would be an advantage.
- Ability to prioritize resources, multiple tasks and stakeholders needs to successfully deliver events within specified timelines/budgets.
- Experience in event communication and marketing and the ability to engage internal/external stakeholders in training, planning and delivery.
- Excellent written, verbal and presentation skills.
- Well developed computer skills, knowledge of MS Office software and web delivery tools.
- The ability to engage individuals & organizations in working in a collaborative approach to address the issues of housing & homelessness in rural & remote NL.
- The successful applicant will be required to provide a Criminal Record Screening Certificate.
- Access to a vehicle would be an asset.

Salary Range:

\$49,000 to \$54,000 based on qualifications and experience

The NLHHN offers a supportive workplace and provides group health insurance and a RSP contribution plan.

The closing date for a letter of application and resume is Friday, October 29, 2021. Interested candidates may submit their resume by mail, fax, or email to the following:

Newfoundland & Labrador Housing & Homelessness Network
 Hiring Committee
 Suite 100, 77 Charter Avenue
 St. John's NL A1A 0N2

Fax : (709) 722-8335

Email: cyril@nlhhn.org