



Internal/External Employment Opportunity

Position Title:	Community House Coordinator
Component/Team:	Community Development & Engagement
Status:	Maternity Leave Replacement Contract until March 31, 2025, 1.0 FTE Full-time (35 hours per week)
Salary Scale:	\$37.24 - \$44.86 hourly plus 4% vacation pay in lieu of benefits
Start Date:	Immediately

Position Description:

The Community House Coordinator supports the community to identify needs, build strategies and responds to address their concerns. While working within the community, the Community House Coordinator builds community service capacity, oversees the administration of services within the community and assists in recruiting and supervising students and volunteers. The position conducts needs assessments, builds/maintains partnerships and coordinates, develops, implements, monitors and evaluates programs.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- Graduate degree in health or social sciences or an equivalent combination of education and significant related experience
- Under the Centre's designation to provide French Language Services:
 - French (oral expression): Intermediate
 - French (oral comprehension): Intermediate
 - French (reading comprehension): Intermediate
- Excellent communications skills in English & French
- Communications skills in languages other than French and English (Persian, Haitian Creole, Somali, Mandarin, Arabic and Spanish) an asset

Professional Experience

- Three to five years' experience in community development/health promotion

Knowledge, Skills and Abilities

- Working knowledge of community development values, principles and the political process
- Experience with, and sensitivity to, minority groups, people of different ages and income groups, and an awareness of the issues that affect these groups



- Experience in program development, implementation, monitoring and evaluation
- Proven abilities in the area of community organizing, conflict resolution, and advocacy
- Training and experience in group facilitation

Reporting Relationship:

The Community House Coordinator is directly accountable to the Community Development & Engagement Team Leader and through them to the Executive Director.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: July 10, 2024

CLOSING DATE: August 2, 2024 at 4:00 pm