

Project Coordinator

Many Faces of Urban and Rural Displacement

One and Half Year Contract – 17.5 hours per week until August 2023

Position Summary

This position is part of the Many Faces of Urban and Rural Displacement Project -Ontario Tenants Organize and Speak Up hosted by the Social Planning Network of Ontario and funded through the Canadian Mortgage Housing Corporation Community Building Tenant Initiative (CBTI). The project will take place in 4 distinct communities across Ontario: Halton Region, Kingston and District, Oxford County and the Region of York. The Network and participating communities will engage and work alongside tenants with lived experience of precarious housing, collecting the narratives of those who have been impacted in both urban and rural settings and mapping instances of eviction and displacement. Displacement represents the loss of home, community, access to services/family and other natural networks when people are removed from where they have been living.

Social Planning Network of Ontario is seeking a project coordinator to facilitate centralized functions of the Many Faces of Displacement Project including design, training, implementation, data analysis, monitoring, information and knowledge sharing. The Project Coordinator will work alongside the four planning council representatives involved in this project (steering committee) as well as the four community engagement leads that are hired at the local level (local leads). They will work with the steering committee and local leads to coordinate and implement the project's goals which include: engaging with tenants to share their stories and take leadership in tenant organizing and advocacy, achieving deeper understanding of displacement and its impacts on individuals in the four communities and filling in the gaps in data on displacement.

Hours may include evenings/weekends and will require some flexibility in scheduling of hours.

Qualifications

Skills and Abilities

- Leadership and project management
- Data collation (use of Excel), qualitative research and report writing
- Advocacy, community mobilization and ability to work with decision makers
- Strong communication, coaching, and motivation
- Ability to facilitate learning in an online setting
- Initiator and ability to work independently
- Works well as a member of a team
- Interest in community change, housing and tenants' rights
- Knowledge of mapping would be an asset

Education and Experience

A mix of work experience and/or relevant education such as a college diploma or university degree in social services, community development, research and/or project management and understanding of housing issues and tenant organizing.

Key Duties and Responsibilities

1. Provides structure and coordination to the Many Faces of Displacement Project through work planning, preparation of meeting materials, facilitation and communication between meetings and partners.
2. Works with the steering committee and local leads to establish how the project will be implemented including development and adaptation of tools and ensuring consistency of data collection.
3. Collates data collected at the local level to be summarized and work with a consultant to produce a map.
4. Monitors the progress of the project and works with the steering committee and local leads to establish an evaluation framework and shared measurement practices.
5. Provides mentorship and support to local leads including recruitment and onboarding, coaching conversations and the identification of learning needs.
6. Identifies training needs and coordinates learning opportunities for local leads and tenants.
7. Collaborates with partner organizations to connect to the supports needed to implement the project.
8. Completes qualitative data analysis and report writing and knowledge dissemination necessary to amplify the learnings and local stories of displacement gathered through the project.
9. Seeks funding opportunities to sustain the project and tenant organizing activities longer term.
10. Performs other duties as required.

General

- Anyone that meets the skills and qualifications is encouraged to apply. This position will mainly be done virtually but could require occasional travel to the four communities (Halton, Kingston, Oxford and York); to be negotiated.
- This is a one and a half year part time contract position of 17.5 hours per week that will last until August 2023. The schedule can be designed/determined collaboratively based on the position requirements and the candidate's availability.
- Ideally this position will start May 16, 2022.
- The position will be paid at a wage of \$30 per hour.
- This position reports to the Many Faces of Displacement Steering Committee.

If you are interested in applying for this position, please contact Yvonne Kelly providing a cover letter and resume by April 29 at 12:00pm.

Please submit to:

Yvonne Kelly
Board Chair, Social Planning Network of Ontario
socialplanningcouncilyr@gmail.com