

Job Posting

JOB TITLE: Point-in-Time Count/Registry Week Coordinator, Halifax, Nova Scotia

TYPE OF POSITION: Term Contract Position (9 months)

HOURS OF WORK: 35 hours/week

SALARY: \$ 23.00 /hour

Overview:

The Point-in-Time Count Coordinator will plan and execute the Halifax combined Homelessness Point in Time Count and Registry Week at the direction of the Affordable Housing Association of Nova Scotia (AHANS) and the Point-in-Time Count Committee.

Description of Lead Organization

The mission of AHANS is to promote access to decent and affordable housing through its development and construction, retention and upgrading in all parts of the Province.

AHANS aims for strategic impact on all of Nova Scotia's housing: urban & rural, private & non-profit, by being inclusive, multi-sectoral and multi-disciplinary.

Since 2012 AHANS functions as the community entity of the Homelessness Partnering Strategy (HPS). HPS is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to 61 communities.

For more information:

AHANS - www.ahans.ca

Point In Time Count: www.canada.ca/en/employment-social-development/programs/communities/homelessness/point-in-time.html

Registry Week -20.K Campaign: <http://www.20khomes.ca>

Summary:

In the spring of 2018, **Halifax** will participate in a combined Point-in-Time Homeless Count and Registry Week supported by the Government of Canada's Homelessness Partnering Strategy. The Point-in-Time (PiT) Count and Registry Week serves two functions: First, to count the number of people experiencing homelessness in **Halifax** over a specified period. Second, to gather information on the demographics and services needs of the local homeless population.

The PiT Count Coordinator will plan and implement the Pit Count/Registry Week, in consultation with the PiT Count Committee. The Coordinator will be responsible for:

- Designing the PiT Count/Registry Week methodology and logistics;
- Mobilizing the homeless serving-sector;
- Leveraging landlord/community support and participation;
- Recruiting and training volunteers;

- Coordinating data input and analysis;
- Reporting regularly to AHANS, the PIT count committee, and Registry Week Campaign;
- Preparing the final PIT Count report for submission to AHANS

Qualifications

Educational Requirements:

- Post-secondary education with a specialization in project management, community planning, and research will be considered an asset.
- Knowledge and expertise in one or more of these areas may be satisfied through a combination of education, training and/or previous experience.

Experience Requirements:

- Experience coordinating community projects, programs or events
- Experience in quantitative research tools - survey design and data entry
- Familiarity with volunteer recruitment, training and management

Other Assets

- Demonstrated ability to work with diverse partners, government, private and non-profit housing and service sector.
- Experience in effective project management
- Experience working with the media
- Excellent oral and written communication skills
- Superior presentation and public speaking skills
- Demonstrated understanding of issues related to homelessness.

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references. Please ensure that "PiT Count Coordinator" is quoted in the email subject line. Submit applications via email to

Claudia Jahn at cjahn@ahans.ca

Posted on: December 13, 2017

Closing Date: January 3, 2018

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.