

## **JOB POSTING: Program Project Coordinator (Contract)**

**Together, we will provide connection, community, access to housing and support services!**

If you have a passion for helping those who are most marginalized in our community an opportunity with the HUB may be a great fit for you!

The HUB is a joint initiative created in partnership with London Cares Homelessness Response Services, Regional HIV/AIDS Connection, and the Sisters of St. Joseph Hospitality Centre. The HUB is a new, growing initiative that is anchored in shared values of dignity, deep hospitality, inclusion, persistence, and hope.

The HUB will be a welcoming centralized location for people to come have a meal, experience belonging, receive support to be housed and linked to other services. The anchor HUB partners envision sharing available main floor flex office space with other partners to enhance wrap around support capacity.

This role will be dynamic in nature. It will serve as the point of contact for ongoing coordination of the new space as well as engaging all entities within the HUB to achieve seamless integrated services.

We are seeking a Program Project Coordinator to join our team in a full-time capacity working Monday to Friday, working weekends and holidays only when necessary. This role is currently a contract position with an end date of August 1, 2023.

We recognize the work you will do at The Hub is not easy and we offer our Full-time employees:

- A competitive starting wage of \$27.47
- Generous vacation allotment of 3 weeks to start
- Paid sick time
- Comprehensive benefit package
- Access to EAP program to all our employees
- Free on-site parking

### **RESPONSIBILITIES**

Reporting to the HUB executive team the Program Project Coordinator will provide administrative and managerial duties including but not limited to:

- Supporting the development of a HUB communication plan
- Provide administrative supports for meetings (minutes, coordinating, scheduling)
- 'Flex office' plan development and implementation
- Contacting area agencies to engage in building collaborative service opportunities
- Planning the HUB's open house event

- Supporting operational logistics of main floor service user access
- HUB related policy development

**Qualifications:**

- Highschool diploma or equivalent required
- Post-secondary degree or diploma in business or office management a strong asset
- Ability to work with a diverse range of stakeholders
- Agile, flexible, critical thinking
- Self-starter
- Ability to cope with and embrace change, ambiguity and uncertainty
- Strong communication skills, both verbal and written along with great interpersonal skills
- Integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially
- Superior attention to detail and excellent organizational and time-management skills with the ability to prioritize, multi-task and work independently as well as collaboratively as a member of a team
- Excellent computer skills in a Microsoft Windows environment including knowledge of Microsoft Office Suite
- Demonstrated ability to apply a person-centered, strengths-based approach when working in the community with marginalized individuals who are experiencing homelessness with complex needs of untreated mental health, addictions and trauma, crisis.

PLEASE SUBMIT RESUME & COVER LETTER BY August 21, 2022 @ 12:00pm to  
HR@londoncares.ca

Please indicate the position you are applying to in the subject line if submitting via email.

London Cares is an inclusive employer and encourages applications from Indigenous people, women, persons with disabilities and members of visible minorities. If you require a disability-related accommodation during this process, please inform us of any required accommodations needed.

Preference will be given to candidates who are proficient in both official languages of Canada and who meet all job requirements.

Préférence sera accordée aux candidats qui sont compétents dans les deux langues officielles du Canada et qui satisfont à toutes les exigences de l'emploi.

We thank all applicants for their interest but regret only those selected for an interview will be acknowledged.

No phone calls please.