

Project Coordinator 1 Year Term Position

Calgary Homeless Foundation (CHF)

Working with homeless-serving agencies and community partners, Calgary Homeless Foundation guides the fight to end homelessness in Calgary. We do that through collaboration and co-creation with all orders of government, public systems, homeless-serving agencies, the private sector, faith-based communities, foundations, and Calgarians. Through agile system coordination aligned with research and data, we find innovative and evidence-based supportive housing solutions for people at risk of or experiencing homelessness. Our approach ensures that our city's resources are allocated in a cost-effective manner to provide a full spectrum of services, solutions, and homes for all Calgarians.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

Reporting to the Director Projects & Change Management, the Project Coordinator will support the Director in managing projects across CHF. The position will be responsible for projects from initiation planning to completion including scheduling, guiding a project team and progress report writing.

Our Staff

CHF staff are action-oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired, and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on creating positive outcomes for persons experiencing homelessness, as articulated in Together to Zero: Charting Calgary's Path to the End of Homelessness.

Accountabilities and Deliverables

- Managing projects from initiation to project closure.
- In collaboration with a project team developing project time lines and milestones.
- Support communication efforts; support the design, development, delivery and management of communications of projects including progress reports and post-project reviews.
- Project scheduling including setting up of meetings, note taking and progress report writing.
- Complete change management assessments; identify, analyze and prepare risk mitigation tactics, identify and manage anticipated resistance, consult and coach project teams

Education and Experience

- Post-secondary diploma or certificate in Project Management or Change Management or a related field is required.
- 2 to 3 years experience in a project coordination role. Experience with Agile Project Management would be considered an asset.
- Non-profit experience is an asset.
- Experience and knowledge of change management principles, methodologies, and tools.
- Ability to establish and maintain strong relationships.
- Ability to influence others and move toward a common vision.
- Experience with project management approaches, tools and phases of the project lifecycle.
- Experience with large-scale organizational change efforts.
- Organized with a natural inclination for planning strategy and tactics.
- Problem solving and root cause identification skills.

General Competency Requirements

- **Personal Initiative:** Self-starter with willingness to learn on their own.
- **Culturally Congruent:** A passion for, belief in and communication of CHF vision, mission and core values. Demonstrates a strong service ethic and customer service approach.
- **Teamwork:** Ability to work independently and as part of a team. Is willing to provide assistance and support to others and defines success in terms of the whole team.
- **Organizational:** Is able to manage multiple projects and prioritize work based on various deadlines; high attention to detail
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
- **Communication:** Excellent listening, verbal and written communication skills combined with an ability to communicate effectively with a diverse group of key external stakeholders
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly.
- **Results Oriented:** Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against CHF direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven strong project management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focuses on building and protecting the image, reputation and long-term interests of CHF including promoting CHF's reputation as a leader in ending homelessness.

- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust based on professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: August 2, 2021 at 11:59PM

Please submit your resume and cover letter to: careers@calgaryhomeless.com

Please note that Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.