

Surrey Homelessness and Housing Task Force

The Surrey Homelessness and Housing Task Force (SHHTF) brings together a broad range of community and government organizations that provide services to people who are homeless or at-risk of becoming homeless. Task Force members meet monthly to share information, knowledge, concerns and solutions.

The SHHTF received a grant from the Surrey Homelessness and Housing Society for coordination services and they are seeking applications from individuals with the skills and experience to assist the task force achieve its goals.

The deadline for proposals is February 10, 2012.

Please review the position description provided below and submit your proposal, including your résumé, what interests you about the position, and your proposed fees, by email to the Task Force Co-Chair David Poulette at david.poulette@fraserhealth.ca.

Position Description: Task Force Coordinator 20 hours/month

PURPOSE:

The successful candidate will be responsible to provide ongoing support including meeting coordination, preparing meeting agendas and recording meeting minutes. In addition, the position will act as a Task force support to achieve specific goals about homelessness, its causes and solutions.

A. General Responsibilities:

Assist Task Force Members to:

- Identify and establish subcommittees of the task force
- Identify community resources and assets, as well as gaps in services
- Develop strategies to address gaps
- Build capacity of member agencies to access government and non-government funding
- Encourage and strengthen collaboration among members and with other agencies
- Develop partnering strategies among agencies that serve homeless people
- Raise community awareness about homelessness

B. Accountability:

The position reports to Task Force co-chairs

C. Specific Responsibilities:

- Organize and facilitate monthly task force meeting
- Produce and circulate meeting minutes

- Circulate relevant information to task force members
- Coordinate meetings of task force committees
- Maintain and draft correspondence on behalf of the task force from time to time
- Assist with planning and organizing Connect Day and other events during Homelessness Action Week in October 2012
- Develop an orientation package for new SHHTF members
- Prepare and present information about the Task Force to Surrey-based organizations
- Work to raise the profile of the Task Force in the broader community
- Prepare a final report upon completion of contract

D. Qualifications:

Education:

- Post-secondary education in related field, or comparable work experience

Experience:

- Interest in homelessness, its causes, solutions
- Excellent communications skills
- Computer literacy skills (e.g. MS Outlook, MS Word, Excel)
- Community development experience
- Familiarity through work experience, direct personal experience and or the experience of family and friends in living with a risk of homelessness.

E. Other:

- This is a 12 month contract position, with possibility of extension depending on funding
- Subject to satisfactory performance and meeting all administrative contract requirements
- Flexible working hours is a requirement
- Some limited travel is expected
- Working in a variety of settings or in partnership with other agencies may be required