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## **JOB POSTING**

**POSITION: Home Relief Bank Project Coordinator (3 Year Temporary Position)**

**SALARY:** \$58,000 - \$61,116

**LOCATION:** Midhurst, Ontario

United Way Simcoe Muskoka acknowledges that we are situated on the traditional land of the Anishinaabek. The Anishinaabek include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. The Huron-Wendat and the Haudenosaunee Nations have also walked on this territory over time.

**REPORTS TO:** Manager, Community Investment & Capacity Building

### **POSITION SUMMARY**

The Home Relief Bank Project Coordinator is responsible for the development and implementation of United Way Simcoe Muskoka's Home Relief Bank Project that engages community partner agencies in the delivery of interest free financial loans to individuals at risk of becoming homeless. This includes establishing community partnerships to develop the loan program with the partner agencies, the day-to-day oversight of the Project to ensure partner compliance, and the gathering of financial and project data for Project evaluation.

Working as part of the Community Investment Team, the Project Coordinator maintains and shares knowledge of community trends and issues as they relate to homelessness and the Home Relief Bank in Simcoe/Muskoka.

### **WHAT WE OFFER**

A flexible work environment, a generous vacation plan and the ability to make a difference in your community.

### **REQUIRED EDUCATION AND EXPERIENCE**

Diploma or certificate in social services, business studies, research or another related field or equivalent experience is required.

### **REQUIRED SKILLS TO BE DEMONSTRATED**

- Demonstrated knowledge of the not-for-profit sector and the issues facing community homelessness in Simcoe/Muskoka and the Blue Mountains
- Experienced facilitation and training skills
- Community Engagement
- Program Evaluation
- Knowledge of housing supports and services available locally, provincially and federally (preferred but not required)
- Ability to work independently and part of a team
- Take initiative and demonstrate imagination and resourcefulness
- Exceptional organizational skills, with attention to detail and follow-through

Together, we need to take action and address local poverty head-on. United Way is a not-for-profit organization that has played a vital role in our community for over 60 years. As a social impact organization, our mission is clear: To improve lives and build communities by leveraging collective resources and mobilizing collective action to achieve the greatest impact.

**Employment Equity Statement**

United Way Simcoe Muskoka is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

**To apply for this opportunity, please submit a cover letter and résumé to [HR@UWSimcoeMuskoka.ca](mailto:HR@UWSimcoeMuskoka.ca). Consideration of applications will begin immediately, with the posting remaining open until a suitable candidate is found. Only those selected for an interview will be contacted. Thank you to all who apply.**