



The Brandon Neighbourhood Renewal Corporation (BNRC) is looking for a skilled Project Coordinator to join our team in the capacity of:

Affordable Housing Programs Coordinator

The BNRC promotes a vibrant, healthy, sustainable community neighbourhood of empowered stakeholders, successful community projects and partnering organizations.

Position Summary:

Reporting directly to the Executive Director, the housing coordinator is responsible for coordinating affordable housing programs of various organizations while acting as an affordable housing specialist for the Brandon community, and implementing the City of Brandon's Affordable Housing Strategy.

Accountabilities include:

1. Assist in the development and implementation of short and long-term strategies that maintain and increase the amount of affordable housing available in Brandon.
2. Implement the City of Brandon's Affordable Housing Strategy to ensure a sustainable supply of affordable housing is available and meets the needs of the Brandon community
3. Coordinate the intake of STEPP home applications
4. Provide oversight for and implementation of education efforts for affordable housing issues, programs, resources and events.
5. Coordinate research projects to inform housing initiatives in the Brandon Community
6. Promote and connect the community to the Federal, Provincial and Municipal housing programs
7. Other duties as assigned

MINIMUM QUALIFICATIONS

Training and Education:

- University degree in sociology, community planning, or related field; and
- At least 2 years' experience in non-profit program delivery preferably in affordable housing
- Experience with proposal development and grant writing
- Or equivalent combination of education, training, and experience

Skills and Abilities

- Strong project management and "big picture thinking" skills
- Creativity, resourcefulness, and drive to take initiative
- Understanding of the affordable housing network in Brandon and across Manitoba including funding opportunities
- Strong writing and oral communications skills
- Ability to work independently

Salary and term:

\$35,000 - \$47,000 annually for 37.5 hours/week

Closing Date: May 14th, 2018

Anticipated Start Date: June 4th, 2018

APPLY TO:

E Mail: c.gasparini@brandon.ca

Mail To: BNRC, 410-9th Street (City Hall - Main Floor) Brandon, MB R7A 6A2

For more Information call BNRC at (204) 729-2495 or visit our web at site www.bnrc.ca

Please ensure your cover letter and resume clearly indicates how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.