



BRANDON  
NEIGHBOURHOOD  
RENEWAL corporation

## Community Research Coordinator

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

### **Position Summary:**

Reporting to the Executive Director, the Community Research Coordinator is responsible for coordinating the development and maintenance of the Homeless Individual and Family Information System (HIFIS) database.

Accountabilities include:

1. Act as the Community HIFIS Coordinator under the signed agreement between BNRC and Service Canada including the promotion and implementation of the HIFIS database, training service providers on database use, collecting and analyzing data, and sharing data with the community.

### MINIMUM QUALIFICATIONS

#### **Training and Education:**

- University degree in related field; and
- Equivalent combination of education, training, and experience

#### **Skills and Abilities**

- Highly-developed interpersonal skills demonstrated through experience in community development
- Strong organizational skills and ability to prioritize workload to meet competing demands
- Experience using database manipulation software and comfortable learning new software quickly
- Experience analyzing data and developing recommendations
- Strong written communication skills including community report writing skills
- Ability to work independently

Salary and term: \$20/hour for 15 Hours per week for HIFIS work until March 31<sup>st</sup>, 2019 (funding confirmed). Possible extension based on funding availability

Closing Date: May 18<sup>th</sup>, 2018

#### APPLY TO:

E Mail: [c.gasparini@brandon.ca](mailto:c.gasparini@brandon.ca)

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

For more Information call BNRC @ (204) 729-2495 or see our web site at [www.bnrc.ca](http://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.