



Reaching Home – Point in Time Count Coordinator

PURPOSE OF THE POSITION

The Brandon Neighbourhood Renewal Corporation (BNRC) participates in the annual Point-in-Time Homeless Count supported by the Government of Canada's Reaching Home program. This count is used to better understand the state of local homelessness, and contribute to a national picture of homelessness. Everyone Counts, the nationally-coordinated Point-in-Time (PiT) Counts, are an important piece of this national understanding.

SCOPE

Under the direction of the Reaching Home Manager, the PiT Count Coordinator is responsible for planning, organizing, and overseeing the implementation of the PiT Count in six (6) communities: Brandon, Portage La Prairie, Selkirk, Steinbach, Morden/Winkler, and Dauphin/Swan River. This role ensures the Count is conducted in alignment with federal Reaching Home directives and national PiT Count standards.

The Coordinator will lead community engagement efforts, recruit and train volunteers, oversee data collection processes, and ensure accurate reporting and submission of findings. This is a term-based, project-focused position tied to the availability of funds.

QUALIFICATIONS

- Post-secondary education with a specialization in project management, social work, community planning, health, and/or research will be considered an asset.
- Experience working in housing or homelessness, or a related field. Applicants must demonstrate an understanding of issues related to homelessness. Direct experience working with individuals experiencing homelessness is an asset.
- Strong computer skills, particularly with Microsoft Office and data collection tools
- Strong organizational and time-management skills, with the ability to manage multiple projects simultaneously and work independently
- Experience coordinating volunteers or community projects, programs, or events
- Excellent written and verbal communication skills
- Experience working with the media
- Ability to work flexible hours, including evenings or early mornings during the Counts
- Valid driver's license and access to reliable transportation

TERM OF EMPLOYMENT

This is a project-based one-year term position, with the opportunity for ongoing employment based on future funding opportunities.



RENUMERATION

The current wage for this position is \$26 - \$28 per hour for 37.5 hours per week, depending on qualifications and experience.

WORK LOCATION

This position is based on-site at the BNRC Main Office (440 Rosser Avenue) and will require travel to rural communities within Manitoba.

RESPONSIBILITIES

- Work collaboratively with the Reaching Home Manager, Executive Director of BNRC, Reaching Home Program Staff, and the BNRC HIFIS Team
- Develop and implement a detailed PiT Count work plan and timeline
- Connect with community partners who will help implement the count
- Liaise with shelters, outreach teams, Indigenous organizations, and community partners
- Travel to the five (5) rural communities to organize the count
- Recruit, train, and schedule volunteers
- Provide on-site supervision and support during all six (6) counts
- Coordinate communication materials and outreach strategies
- Ensure data quality control and confidentiality
- Support culturally appropriate engagement approaches
- Compile and submit required reports to funders
- Assist in analyzing findings and preparing community presentations
- Support dissemination of findings
- Complete a monthly activity report for the BNRC Executive Director/BNRC Board

TO APPLY

Please send your cover letter and resume to ReachingHome@bnrc.ca if you want to join us in one of the most exciting and impactful work environments in the City! In alignment with our commitment to internal growth, preference will be given to internal candidates.

First application window closes April 26th, 2026 @ 11:59pm. Late applications may be considered should a failed search be declared.