

## Reaching Home – Brandon Coordinator

### PURPOSE OF THE POSITION

The Reaching Home (RH) Brandon Coordinator is responsible for administering the Reaching Home program as outlined in the signed funding agreement with Housing, Infrastructure, and Communities Canada, under the federal government.

### SCOPE

Under the direction of the Reaching Home Manager, the RH Brandon Coordinator is responsible for receiving and administering funding under the federal Reaching Home strategy, as administered by the Brandon Neighbourhood Renewal Corporation. The Program Coordinator will provide analysis of funding proposals, complete recommendation reports, complete funding agreements, and monitor projects and payments as detailed in legal agreements.

### QUALIFICATIONS

- Post-Secondary education in related field
- Strong computer skills, particularly with Microsoft Office, Adobe, and Zoom
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with a volunteer Board, funding recipients, community partners and coworkers.
- Strong organizational and time-management skills, with the ability to manage multiple projects simultaneously.
- Experience working in the non-profit sector
- Strong understanding of homelessness issues and community development strategies.
- Proven track record of managing budgets, financial reporting, and compliance.
- Valid Manitoba Driver's License

### RENUMERATION

The RH Brandon Coordinator is a project-based position contingent on ongoing funding. The current wage for this position is \$29 - \$32 per hour for up to 37.5 hours, depending on qualifications and experience.

### WORK LOCATION

This position is based on-site at the BNRC Main Office (440 Rosser Avenue) and will require occasional travel to project locations throughout the city of Brandon.

### RESPONSIBILITIES

- Work collaboratively with the Reaching Home Manager, Executive Director of BNRC, Reaching Home Program Staff, and key stakeholders to address homelessness in Manitoba
- Receive and review funding proposals

- Provide evaluation, analysis, and recommendation on funding proposals
- Develop legal agreements with proponents
- Confirm other sources of project funding and partnership where appropriate
- Receive and review project progress reports
- Negotiate project amendments and provide recommendations to RH Program Manager
- Undertake site visits as needed to confirm project progress and compliance of proponent with the legal agreement
- Attend public announcements where necessary
- Establish and maintain positive stakeholder relationships
- Provide updates to the Reaching Home Manager on community issues, concerns, and opportunities.
- Collaborate with internal and external stakeholders to align Reaching Home funding with community needs and priorities.
- Participate in conferences and training opportunities and share innovative learning with funding recipients and RH Advisory Boards
- Complete annual work plans
- Coordinate monthly Advisory Board meetings and meetings with various steering committees as needed.
- Engage with community members in order to recruit new Board Members as needed
- Complete a monthly activity report for the BNRC Executive Director/BNRC Board.
- Provide guidance and support to organizations seeking Reaching Home funds, including application assistance and capacity-building resources.
- Ensure that all funded projects comply with federal, provincial, and organizational regulations.
- Identify and manage risks associated with funding, including financial risks, operational risks, and compliance risks.
- Ensure Community Homelessness Report and Community Plans are completed and submitted to Funders by deadline.

#### TO APPLY

Please send your cover letter and resume to [ReachingHome@bnrc.ca](mailto: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 June 7<sup>th</sup>, 2026 @ 11:59pm. Late applications may be considered should a failed search be declared