

Job Opportunity
Housing Retention Coordinator
3 month plus contract – Starting February 2018
(subject to funding)

Miziwe Biik Development Corporation is currently seeking a Housing Retention Coordinator to administer funding from the Supportive Housing Fund to Indigenous people living in the GTA through referrals from other Indigenous organizations that offer supports to clients to help them retain housing in the GTA through the following programs;

1. First and Last Month Rent Bank– which will allow individuals and families the opportunity to get housed without having to save for first and last month rent.
2. Rent Arrears Program – tenants that are currently housed but are at risk of losing housing due to rent arrears may apply for funds for rent arrears
3. Utility Arrears and Other Housing Retention Supports – supports as needed for housing retention.

Duties and Responsibilities

- Work as part of a team towards achieving organizational and program objectives
- Assist and monitor approved organizations with administration of the projects
- Accountable for meeting quantifiable goals
- Review , prepare executive summaries as required by MBDC and government funding criteria
- Proficient in Microsoft Office Suites specifically Excel and Word
- Other duties as required
- Project evaluation

Qualifications

- A relevant post secondary degree, or equivalent related experience
- Excellent oral and written communication skills
- Ability to organize and prioritise work activities
- Knowledge of and experience working with the Indigenous community in the GTA

- Demonstrated competence working with figures and budgets
- Ability to maintain and respect confidentiality

The position is based on a 35 hour week from 8:30 – 4:30 with one unpaid hour for lunch.