

## Co:Here Community Life and Residence Coordinator

### **Position and Project Description:**

Reporting to the Directors of Operations the Community Life and Residence Coordinator (CLRC) will be responsible for establishing process and procedures that foster healthy community life within the CoHere building. This will include tenant relationship management, conflict resolution management, and working with the Community Builders Group to establish regular practices that lead to the care of the space, and the community.

This position is 35 hours/week, with regular hours with some flexibility. Some evening and weekend work will be required. This is a full-time contract with vacation and benefits. 2 year commitment required, with potential for renewal. Salary will be \$21-25 an hour, commensurate with experience and will include health benefits and paid vacation.

Application deadline is April 30, 2017. Earliest possible start date is June, 2017. **Please submit resume and cover letter to [info@salsburycs.ca](mailto:info@salsburycs.ca)**

### **Salsbury Community Society (SCS): [www.salsburycs.ca](http://www.salsburycs.ca)**

SCS is a partner organization of Grandview Calvary Baptist Church in Vancouver, BC. SCS operates the Co:Here building and other affordable supportive housing communities. SCS seeks to be a sign that love and community are possible between all people.

### **Job Duties:**

#### **Staff Team**

- Report to and maintain collaborative relationship with Directors, and participate in weekly staff meeting

#### **Community Formation**

- Build and establish effective and healthy community-building practices for the Co:Here building
- Coordinate advocacy and accompaniment for residents when needed.
- Work collaboratively in a leadership capacity on the Community Builders Group (CBG), which is responsible for encouraging, planning and facilitating community building activities/events and committees (i.e. Garden, Maintenance, Kitchen)
- Promote and demonstrate respectful treatment of individuals, including demonstration of a high degree of tolerance for clients' unique personalities and challenges.
- Plan and coordinate with Directors, all training opportunities for co-residents and/or all tenants
- Participate in weekly and special-occasion community events
- Maintain a "pulse" on the overall health and well-being of the Co: Here community, and its relationship to the surrounding community.

### **Co:Here Building Communication**

- Contribute to SCS website, blog, Facebook, and Newsletter with respect to Co:Here building news

**Tenant Relations** (in collaboration with the Director of Operations)

- Oversee Tenant Relationship Management
- Use restorative approach to address conflict within the building between tenants.
- Conduct 4-6 month “Community Review” with all tenants following move-in
- Facilitate annual self-reflection with Co-Residents

**Building Maintenance**

- Follow up with tenants regarding maintenance issues in their suites
- Responsible for day-to-day upkeep and building management within the Co:Here building

**Job Standards & Requirements:**

**Education**

- Bachelor's Degree in social work, community development, or related field, or equivalent combination of education and experience
- Demonstrated desire for continuous learning and personal development

**Experience**

- Experience promoting and establishing structures for community development and flourishing amongst people of varying backgrounds
- Knowledge and experience in conflict resolution is an asset
- 1-3 years experience working in a managerial role
- Experience working with people from a variety of backgrounds
- Experience working in the non-profit housing sector is an asset
- Familiarity with, and demonstrated commitment to the Grandview Woodlands Neighborhood is an asset

**Skills and Abilities**

- Ability to work independently, and collaboratively with a wide range of stakeholders
- Ability to be directive and take charge when necessary
- Ability to be calm under stress and de-escalate conflict situations
- An individual of good character who demonstrates servant leadership
- Ability to agree with, and live out SCS’s vision and mission
- Demonstrated self-awareness and ability to implement boundaries and self-care practices
- Practice personal accountability in tracking personal work hours

**Hiring Policies**

Salsbury Community Society is committed to employment equity and offers equal opportunities to qualified women and men, including visible minorities and persons with disabilities. All qualified candidates are encouraged to apply; however, in keeping with Canadian law, Canadians and permanent residents will be given priority. Final appointment is subject to completion of a satisfactory criminal record check.