



MAKING THE SHIFT^{INC}

youth homelessness social innovation lab

JOB TITLE: Highly Qualified Personnel (HQP) Coordinator, Making the Shift Inc.

TYPE OF POSITION: Contract – annual contract with opportunity for renewal for up to five years

HOURS OF WORK: Full-time (35 hours/wk)

SALARY: \$60-65K per year, plus benefits; salary commensurate with experience

1. BASIC FUNCTIONS

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is a federally funded Network of Centres of Excellence (NCE) and is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

Making the Shift has a commitment to develop a cohort of highly qualified personnel in research and practice who develop and utilize skills to co-create and mobilize research evidence into effective policies and practices. Capitalizing on multi-sectoral collaboration and integrating research, policy, and practice with training, MtS will build an HQP program focused on enhancing the capacity to deliver change and widening impact by training and mobilizing others. The Highly Qualified Personnel (HQP) Coordinator will support all aspects of HQP program implementation including coordination of application and selection processes, logistical operations of each program, program delivery and monitoring, and program evaluation, incl. tracking metrics and content for the annual report.

The HQP Coordinator directly reports to the Managing Director and receives strategic direction from the Partnership and Implementation Director and the Partnership and Implementation Committee. The HQP coordinator works with the Partnership and Implementation Director, the Scientific Director and the Managing Director to drive MtS' HQP agenda, to ensure successful implementation and overall success of MtS' HQP programs. In addition to the management team, the HQP Coordinator works closely with the project team, partner teams, national funding organizations, regional and national partner organizations, government representatives and bureaucrats, service providers, faculty members and staff at York University and other Faculties/Universities, as well as people with lived experience of homelessness. We are looking for an individual with solid expertise in partnership and network development, capacity building, and training & tool development, who has a keen interest in continuous learning, system capacity and partnership building.

2. MAJOR DUTIES

NETWORK AND PARTNERSHIP BUILDING

- Develop and maintain effective consultative and collaborative relationships and partnerships with staff, network partners, service providers, funders and other internal and external stakeholders.
- Work closely with the Partnership and Implementation Director to cultivate and enhance meaningful relationships with target audiences, including students, faculty, policy makers, service providers, practitioners and people with lived experience of youth homelessness.
- Support the Partnership and Implementation Director with the operations of the Partnership and Implementation Committee and other related groups as directed
- Under the guidance of the Partnership and Implementation Director and the Partnership and Implementation Committee, plan and coordinate any formal and informal groups such as communities of practice.
- Seek out RFPs in line with MtS' mission and vision and support the Managing Director in the development, preparation and submission of proposals.
- Participate in and support strategic planning for Making the Shift HQP activities.

TRAINING, TECHNICAL ASSISTANCE AND RESOURCE DEVELOPMENT

- Under the direction of the Partnership and Implementation Director, organize and coordinate the MtS HQP program, including finalizing call for mentorship and fellowship programs, accompanying guidelines, incl. finalizing calls, setting up online forms, managing communication and outreach. Support potential applicants to fellowship and other programs with their application process, in particular with technical issues. Organize and

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coordinate application information sessions, such as webinars.

- Support and coordinate MtS' learning training and technical assistance (TTA) activities, working collaboratively with partners to create and disseminate tools and training modules.
- Collaborate with other staff to develop tools and resources to support TTA
- Work effectively with network partners to develop a deep understanding of issues, create strategies for change, secure clients' buy-in to solutions, and work alongside partners develop solutions, such as potential toolkits.
- Participate in and support strategic planning for Making the Shift HQP activities
- Track partner organizations' HQP activities and outputs to feed into the annual MtS report. Track HQP KPIs for annual reporting purposes.
- Under the supervision of the Managing Director and in collaboration with the Finance Manager, assist with monitoring the MtS HQP Budget

COMMUNICATION

- Support the operation and content development of the MtS website and any SharePoint sites related to HQP activities. Manage MtS content in accordance with its web style guide and the Accessibility for Ontarians with Disabilities Act (AODA).
- Prepare reports and other written materials as required.
- Work with management and partner organizations to recognize communications and learning opportunities and solutions, and define and execute appropriate strategies to support them.
- Drive continual process improvements and implement best practices to manage projects efficiently; continuously strive to improve existing processes.

Other Duties

1. Positively represent the MTS at meetings, conferences, presentations, etc.
2. Carry out other responsibilities as assigned by and agreed on with Managing Director, Scientific Director and Partnership and Implementation Director

3. QUALIFICATIONS

EDUCATIONAL REQUIREMENTS: Minimum Bachelor Degree in related area, Masters Degree preferred, PhD an asset.

EXPERIENCE REQUIREMENTS: 2-3 years of recent related experience in service delivery, adult learning, capacity building, tool development and/or organizational learning, preferably in an educational or non- profit environment. Front-line service provider experience an asset.

SKILLS: Proven networking and relationship building skills; excellent communication and knowledge translation skills; demonstrated ability to anticipate and identify problems and analyze, recommend and execute solutions; strong project management and coordination skills; ability to work as a member of an inter-disciplinary team and independently to identify and accomplish project(s) objectives; high tolerance for ambiguity; self-directed and demonstrated initiative; excellent organizational skills, including ability to multitask, set priorities and meet deadlines; excellent attention to detail. Proficiency in French an asset.

Technical skills: Excellent computer skills required - including MSExcel, MSWord, MSPowerPoint. Ability to do independent online research.

4. APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that "MtS HQPC" is quoted in the subject line. Please email full package to Makingtheshift@yorku.ca

Posted on: July 12, 2019

Closing Date: Posted until filled

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Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and Diversity and encourage applications from all qualified candidates.