



## COMMUNITY ENTITY COORDINATOR

**TYPE OF POSITION:** Term position with benefits

**HOURS OF WORK:** 37.5 hours per week

**SALARY:** \$32.00/hour

**TERM DATE:** May 1, 2024 to March 31, 2026

*\*We strongly encourage applications from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, people of colour, members of non-dominant ethnic, religious, linguistic, and/or cultural groups, women, (im)migrants/newcomers, people with (dis)abilities, and LGBTQ2S+ people. The Foundation believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.*

### Organizational Status

The Central Okanagan Foundation has been supporting Kelowna and area since 1977. As a community foundation, the Central Okanagan Foundation's mandate is to provide resources to community organizations from various sectors, collaboration and stewardship in building an inclusive, equitable, and resilient community.

### Overview

The Community Entity Coordinator will work directly with the foundation's Executive Director to administer Reaching Home - Canada's Homelessness Strategy (formerly Homelessness Partnering Strategy). Reaching Home funding has been provided to Kelowna to address local homelessness issues and community priorities. Reaching Home is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Designated Communities (urban centers), Indigenous communities, territorial communities, and rural and remote communities across Canada.

The Central Okanagan Foundation is seeking an experienced professional for the role of **Community Entity Coordinator**. This position will work closely with organizations receiving Reaching Home funding to ensure the effective delivery of projects.

### Community Entity Coordinator - General Description

The Community Entity Coordinator will manage all agreements the Community Entity holds with local organizations and their respective projects. The Community Entity Coordinator will support and assist the organizations and, manage reports on the progress and success of the funded projects receiving Reaching Home funding. The Community Entity Coordinator will complete financial and activity reports, provide updated cash flow projections as required, submit results reporting for all individual projects and additional data collection as required. The Community Entity Coordinator will conduct activity and financial monitoring site visits of the individual projects.

The Community Entity Coordinator will support the work of the Kelowna Community Advisory Board on Homelessness (CAB-H) and keep the CAB-H informed about the status of the individual subprojects and other activities related to the prevention and reduction of homelessness in the community.

**The Community Entity Coordinator is responsible for the following:**

- Oversee the Reaching Home Designated Communities Stream.
  - Assess, approve, and enter into funding agreements with sub-agreement holders recommended by the CAB-H that will address identified needs.
  - Manage and monitor sub-project agreements, including financial activity monitoring, site visits and continued guidance to ensure compliance with sub-agreements.
  - Engage and build relationships with community and funding partners to actively work together to prevent and reduce homelessness.
  - Support the Executive Director in executing a Call for Proposal process.
  - Provide support and guidance to CAB-H regarding program delivery and administration, including updates on sub-projects, membership recruitment and support to sub-committees of the CAB-H.
  - Oversee selection processes: solicit and confirm eligibility criteria of sub-project proposals in an open, impartial, and unbiased manner.
  - Build and maintain relationships with Local, Provincial and National Stakeholders.
  - Report on activities including management of sub-project agreements, per reporting requirements described in the Reaching Home funding agreement.
- 
- **Background and Experience:**
  - Solid knowledge of non-profit organizations, operations, and services, especially in the area of social programming delivery related to housing, homelessness, employment services, mental health, and addictions.
  - Related experience including government project delivery, community development, project monitoring and evaluation reporting.
  - Organizational and analytical skills, sound judgment, effective time management skills, and attention to detail.
  - Ability to connect resources and people, foresee issues and provide solutions.
  - Knowledge and application of Program Management techniques, principles in planning, budgeting, evaluating, and delivering effective programs.
  - Above average computer skills in particular Word, Excel, data processing programs.
  - Cultural Sensitivity training would be an asset (training will be provided upon employment).
  - Excellent communication & interpersonal skills; ability to work independently and with a team.

Please email resume and cover letter to:

Kristine Bugayong, Executive Director

[admin@centralokanaganfoundation.org](mailto:admin@centralokanaganfoundation.org)

**Closing date: April 15, 2024**

We appreciate all expressions of interest, however, as a practical matter, only select candidates whose backgrounds best match our requirements will be contacted. All resumes are retained and treated confidentially for consideration against future opportunities with the Central Okanagan Foundation.

The Central Okanagan Foundation respectfully acknowledges that we are on the unceded, traditional territory of the syilx (Okanagan) people.