

Established in 2009, the NL Housing & Homelessness Network (NLHHN) collaborates with regional Community Advisory Boards (CABs) and other stakeholders across the province to identify and address issues and challenges related to housing and homelessness in rural and remote communities. The Network was incorporated as a non-profit organization in March 2013.

NLHHN is presently seeking applicants for the position of Outreach Coordinator to join the Network Team.

Duties and Responsibilities:

Under the direction of the Executive Director and in accordance with the mandate of the NLHHN Board of Directors, the Outreach Coordinator is responsible for coordinating outreach initiatives as well communication, marketing and promotion activities, including but not limited to:

- Raising awareness of rural and remote housing and homelessness issues through collaboration with the regional CABs;
- Working with the Executive Director and regional CABs to identify local, regional, provincial, and federal gaps in services to address the needs of those impacted by housing instability and homelessness as well as community-based service providers;
- Assisting with the identification and coordination of training and professional development opportunities to support front line staff and enhance service delivery;
- Developing promotion, communication, and marketing tools to be used by the NLHHN and the community-based service providers (media releases, newsletters, event advertisements, etc.);
- Maintaining the NLHHN website and social media platforms;
- Developing and distributing the NLHHN Network News on a monthly basis;
- Other related outreach activities as deemed necessary by the Board of Directors.

Qualifications and Experience:

- A degree or diploma in community development, marketing, communications or related field;
- Minimum of 3 years related work experience;
- Knowledge of housing and homelessness issues and relevant resources is an asset;
- Excellent written/verbal communication skills;
- Strong interpersonal skills;
- Well-developed computer skills, including sound working knowledge of MS software, social media applications, virtual meeting platforms, and web delivery tools.
- Driver's license and access to a vehicle is required;
- Criminal Records Check with Vulnerable Sector is required.

Compensation

- Salary: \$52,000 annually with RRSP and health benefits package.
- Hours: Full-time, 37.5 hours/week. Monday – Friday, 8:30am – 4:30pm (with flexibility).

Anticipated Start Date: May 6, 2024 **Location:** Grand Falls – Windsor (Travel throughout the province is required)

Deadline for submission of resume is April 16, 2024. Interested applicants are asked to submit their resume to cyril@nlhnn.org to the attention of the Personnel Committee.