

Central Okanagan Child and Family Poverty Reduction Coordinator

Job Description

Closing date: December 22, 2017, 5:00 PM

Interview dates: Early January 2018

Starting date: January 18th, 2018

The Central Okanagan Child and Family Poverty Reduction Committee (COCFPRC) is seeking a part-time Coordinator to assist in the development and implementation of a Regional Child and Family Poverty Reduction Strategy.

The COCFPRC is a multi-sectoral group that brings existing resources together to help alleviate poverty for children and families living in the Central Okanagan area. The committee strives to align the efforts of community stakeholders into a common agenda.

The Poverty Reduction Coordinator will assist partners involved in Poverty Reduction work in the creation of a coordinated approach to the delivery of services for those children and families living in poverty in the Central Okanagan Region.

The successful candidate will work in partnership with those with lived experience of poverty and existing organizations to develop and implement strategies for promoting systemic change in the Central Okanagan Region. They will have skills in building networks and partnerships, campaigning expertise and be committed to the project being directed by the priorities of people in poverty and local organizations working with people in poverty.

This is a 7 hour a week contract position (held with the United Way) at \$20.64 per hour for 12 months.

Responsibilities will include:

1. An inventory of community supports and regional poverty data
2. Assist with an awareness campaign around poverty
3. Meeting coordination and attendance
4. Monitoring progress towards the regional poverty reduction plan goals and objectives.
5. Developing and maintaining relationships with key stakeholders; building partnerships and championing multi-sector participation.
6. Leading regional plan communications.

The ideal candidate will:

1. Assist the COCFPRC in the coordination and monitoring of its overall work
2. Work collaboratively with the Okanagan Regional Poverty Reduction Coordinator
3. Assist with the development and implementation of a communication and education strategy
4. Assist with the governance of the network
5. Assist with the creation of a Fund Development plan and implementation strategy
6. Provide a facilitative role in engaging community in the delivery of services for those who have experienced living in poverty
7. Provide administrative support related to COCFPRC as required

The ideal candidate will possess:

1. Post secondary education in the Social Sciences or equivalent experience
2. Demonstrated ability to collect data and complete social research
3. Excellent communication skills, both verbal and written
4. Expertise in report writing, including charts, tables etc.
5. Computer competence with word processing, and spreadsheet software including Access, Excel, Publisher, Word, Powerpoint, Web Site management
6. Strong organizational skills
7. Proven experience in proposal writing
8. Experience in facilitation and community development
9. Knowledge of social issues affecting quality of life those living in poverty
10. Working experience in the not for profit sector

Please forward a cover letter and résumé, in confidence, by Dec 22nd, 2018 to myrna@catchcoalition.ca. For questions relating to the position call Amanda at 250 300-5683 or Myrna 250 212-4657. Please do not phone to confirm receipt of your application. We thank all applicants for their interest, however, only those selected for an interview will be contacted.



**Central Okanagan
Early Years Partnership**