



MAKING THE SHIFT^{INC}
youth homelessness social innovation lab

JOB TITLE: Coordinator – Scholars with Lived Experience Network (LivEx)

TYPE OF POSITION: Contract – 6 months with the possibility of renewal

HOURS OF WORK: Full Time (35 hours/week)

SALARY: \$53,000 – \$57,000

LOCATION: Remote

[Making the Shift](#) (MtS) is a social innovation lab that funds, conducts, prototypes, and mobilizes cutting-edge research to prevent and end youth homelessness in Canada. Our goal is to shift from an emergency response to a prevention focus.

Co-led by the Canadian Observatory on Homelessness (COH) and A Way Home Canada (AWH), MtS is funded by the Government of Canada's [Networks of Centres of Excellence \(NCE\) program](#). The lab is designed to transform how we respond to the challenge of youth homelessness, shifting from a focus on emergency services to a more comprehensive response that embraces prevention.

ABOUT THE ROLE

The Coordinator reports directly to the Chief Operating Officer and supports the planning and execution of the Scholars with Lived Experience Network (LivEx) annual operational plan. This is an important role for an individual who identifies as having lived or living experience of homelessness and who is passionate about supporting scholars with lived experience connect with one another and advance in their academic and professional careers.

The successful candidate will collaborate directly with the LivEx Steering Committee and other key members of the Making the Shift team to assist in planning and organizing LivEx-related events and activities, as well as support LivEx in recruiting and onboarding new members.

We are looking for an individual who has deep familiarity with the needs of scholars with lived experience of homelessness through their own personal and professional experiences. If you are passionate about network building, community engaged research, skilled at planning and executing programs and events, and committed to trauma-informed practice, we want to hear from you.

JOB DUTIES

Leading the Implementation of LivEx Activities

- In collaboration with the Chief Operating Officer and Senior Manager (Finance and Compliance), assist LivEx in implementing an annual operations plan (a listing of specific activities and events that span the fiscal year)
- Prepares project plans, schedules meetings, and manages the logistics of LivEx-related activities (e.g., the development of toolkits and blog articles etc.)
- Coordinates the activities of LivEx members who are working on specific projects related to the operational plan (e.g., following up on next steps, making sure project tasks are completed in accordance with agreed upon timelines, answering questions etc.)

Supporting the LivEx Steering Committee

- Prepares quarterly written updates about the status of LivEx activities
- Supports the coordination of monthly and quarterly network committee meetings
- Documents, prioritizes, and operationalizes action items arising from committee meetings
- Provides input into annual LivEx-related funder reports

Planning and Executing Networking and Professional Development Events

- Plans, books, and executes LivEx events according to the professional development needs of network members (e.g., writing circles, career training workshops, etc.)
- Identifies and schedules speakers and/or workshop facilitators for LivEx-focused professional development sessions
- Identifies opportunities for knowledge mobilization and works with other members of the Making the Shift team to realize these opportunities

Onboarding New LivEx Members

- Responds to inquiries and provides advice to potential LivEx members
- Sends LivEx-related documents (e.g., onboarding manual) to new network members
- Schedules and leads virtual onboarding meetings

Other Duties

- Positively represents MtS in public venues, such as meetings, conferences, presentations
- Carries out other responsibilities as assigned by the Chief Operating Officer to support the collective work of the MtS team.

QUALIFICATIONS

An important aspect of this work is that the incumbent must have a first-hand understanding of the needs of persons with lived experience of homelessness and bring a trauma-informed and equity-oriented approach to their work.

Required Skills

- Demonstrated ability to create clear, actionable project plans, and deliver results in accordance with predetermined timelines
- Skilled at managing multiple (at times competing) projects and priorities

- A self-starter, willing to take initiative, propose solutions, and take ownership of project deliverables
- A strong communicator, who is adept at distilling complex information into plain language materials that are user-friendly for a variety of audiences
- Skilled at arriving at consensus when clarity may not be easily discernable

Technical Skills

- Excellent proficiency in Microsoft Office, including Word, PowerPoint, Excel, and Outlook
- Comfortable working remotely using teleconferencing software such as ZOOM and Google Docs
- Skilled at learning new software as required

Experience

- Identifies as having lived or living experience of homelessness
- Possesses an understanding of the needs of scholars with lived and living experience of homelessness
- Familiarity with the principles of trauma-informed practice
- 2+ years experience planning and executing projects and events

Education

- A degree in a related field of study (including, but not limited to, sociology, anthropology, policy studies, public health, geography, social work) would be considered an asset

To address issues of systemic inequity within the Canadian labour market, we strongly encourage applications from individuals from communities and groups that have historically been disadvantaged and/or marginalized, including First Nations, Métis and Inuit peoples, Indigenous peoples of Canada, racialized persons, persons with disabilities, individuals who identify as women and/or gender diverse, 2SLGBTQ+ persons, and persons with lived experience of homelessness.

APPLICATION PROCESS

Your complete application package must include a cover letter and resume. Email full package to makingtheshift@yorku.ca and quote “Coordinator – LivEx” in the subject line. Should you require any accommodations during the application process, please do not hesitate to contact us at makingtheshift@yorku.ca. Applicants can access peer support through the application process if requested.

Posted on: January 24, 2022

Closing Date: February 7, 2022 by 5 p.m. EST

Only candidates who are selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada.