



## **Job Posting #E026-22**

### **Program Coordinator, HUB - Temporary Full Time – LEEP Program, New Westminster**

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit [www.lookoutsociety.ca](http://www.lookoutsociety.ca).

#### **Position Summary**

The Program Coordinator directs and provides oversight to the Food Hub Program, ensuring all clientele receive pertinent service and that the goals and philosophy of the Society and programs are met while maintaining a minimal barrier, open door service to adults who are disenfranchised from other services. The Coordinator is responsible for oversight of the Lookout Food Hub, a centralized food distribution centre. This will include hiring and training of volunteers and peers, working with donors and other consultants by addressing issues that may arise with respect to operational needs. Other responsibilities include: preparation of program budgets, monitoring and approving expenditures; providing required financial documentation; maintaining reports on statistics and services; ensuring all regulations including health & safety policies and procedures are met while providing direct service to clientele. The Coordinator will be responsible for maintaining staffing levels within the HUB and working with LEEP staff to ensure HUB employees are trained and job ready. The Coordinator will liaise with the neighbourhood and the service community and deal with the public, other service agencies and professionals.

#### **Qualifications:**

- Post-secondary education, preferably in the Social Services or Health fields, or comparable experience
- Two (2) years of experience working in the community social services sector
- Experience supporting individuals with employment goals as asset
- Experience with scheduling, payroll, budgeting, and human resources is an asset
- Demonstrated knowledge of income assistance, affordable housing, and health resources
- An Occupational First Aid Level 1 Certificate is required along with a Criminal Record Clearance for the Vulnerable Sector
- **Must have two doses of COVID 19 Vaccine**
- **Must have valid driver's license and access to a vehicle**

#### **Skills and Abilities:**

- Strong collaborative approach to delivering and developing programs and services
- Proven ability to communicate effectively with external organizations
- Proven ability to work independently
- Proven ability to lead and work with a staff team in a unionized environment
- Demonstrated experience collecting program statistics and delivering reports



- Strong time management skills with the ability to manage a workload with multiple priorities
- Proven communication and conflict resolution skills

Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment

**TO APPLY:** Submit cover letter and resume, and quote **Job Posting #** in subject line to:  
[lee.fox@lookoutsociety.ca](mailto:lee.fox@lookoutsociety.ca)

**CLOSING DATE:** Applications will be accepted until **July 26, 2022 at 5:00pm**  
**\*Only those short-listed will be contacted. No phone calls please.**