

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HOUSING SECRETARIAT DIVISION – LOCATION – 28 JAMES ST. N., 5th FLOOR)

PROGRAM COORDINATOR – HOUSING SUSTAINABILITY & INVESTMENT ROADMAP

SUMMARY OF DUTIES

Reporting to the Senior Advisor, Housing Secretariat, the Program Coordinator, Housing Sustainability & Investment Roadmap is responsible for assuming responsibility for administration of the office and related functions. Coordinate initiatives and project manages programs and proposals within the Housing & Sustainability Investment Roadmap.

GENERAL DUTIES

Acts as Program Coordinator and key liaison for the Housing Sustainability and Investment Roadmap. Provides resource leadership and assumes responsibility for administrative/program coordination.

Works independently, with minimal or no supervision, on multiple priorities and ensures deadlines are adhered to and established procedures followed.

Responsible to coordinate initiatives and project manages programs and proposals as identified within the Housing & Sustainability Investment Roadmap, including advanced accountability to the Core Project Team, Senior Management, community partners and staff to comprehend and communicate initiatives and assignments through to successful completion.

Liaises with elected officials, media, Senior Leadership Team, staff across Corporate Services, Healthy & Safe Communities, Planning & Economic Development, community stakeholders and relevant tables, internal and external contacts with respect to Housing Sustainability & Investment Roadmap development and implementation.

Works collaboratively with relevant city staff to create and respond to communications. Initiates investigations, reacts to political, media and public inquiries; liaises with external agencies. Gathers detail for the preparation of reports on a variety of matters, both confidential and routine.

Coordinates, reviews, researches, prepares and tracks Standing Committee and Council reports.

Participates in, facilitates and organizes regular Team and stakeholder meetings by planning and coordinating agendas, recording and transcribing minutes, following up on action items.

Coordinates calendar of appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Monitors monthly expenditures for the Housing Sustainability & Investment Roadmap by reviewing monthly financial reports (Available Funds Report/Budget Variance Report). Investigates discrepancies and initiates corrections as required.

Ensures timely processing of cheque requisitions, expense claims and reviews of same for accuracy of descriptions, account numbers, availability of funds. Ensures appropriate terms of purchase and leases are exercised.

Coordinates and arranges all travel, conference and course arrangements, processes travel advances and follows up as appropriate.

Works in accordance with the provisions of applicable health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous planning, development, health or human service, program coordination or business office experience related to duties listed above, normally acquired through the completion of a college diploma, undergraduate degree or an equivalent combination of education and progressive work experience.
2. Must possess excellent interpersonal skills to readily relate to internal contacts, community stakeholders, the public and outside agencies with a pleasant manner. Must have initiative and demonstrated ability to carry out instructions without detailed direction.
3. Must have superior organizational skills.
4. Must be able to work independently on complex projects. Ability to coordinate activities with internal and external contacts to promote smooth and efficient communication and information flow.
5. Demonstrated ability to develop, coordinate and review work product and resolve work-related problems.
6. Must be proficient in Business English, modern office practices and procedures. Demonstrated ability to prepare written communications, reports, briefing notes with accuracy, speed and detail.
7. Familiarity with Corporate policies and procedures an asset.
8. Must be proficient in the use of Microsoft Office Suite products to include Outlook, Word, PowerPoint and Excel.
9. Must possess maturity, initiative, good judgement. Ability to work collaboratively across city departments and with community stakeholders.
10. Experience in coordinating programs and/or services within a large complex organization and/or community initiative would be an asset.
11. Previous experience in working in programs or services related to housing, planning social determinants of health, human services or social services would be an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
