



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2025-22

SALARY: \$72,019.48 to \$81,847.68

POSITION: Program and Project Coordinator

LOCATION: North Bay, ON with

DURATION: Non-Union Permanent Full-Time

Flexibility to Work Hybrid

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Coordinated Access Nipissing CAN Community Coordinator to add to our exceptional Housing Services team.

Under the supervision of the Manager of Project Development, the Program and Project Coordinator is responsible for providing financial and business support for the successful delivery of housing development projects and community housing programs. This includes conducting research and assisting with grant applications to secure funding opportunities to drive housing development initiatives forward within the district. The coordinator will also be responsible for coordinating internal and external resources to ensure projects adhere to scope, schedule, and budget timelines. Additionally, they will establish and maintain relationships with key stakeholders and serve as the primary contact to provide day-to-day updates on project status and changes. Key responsibilities of this position will be conducting research and analysis on available funding opportunities to support housing development, repair, and acquisition, preparing business cases, and contributing to other special projects assigned to support the Housing Services department.

The position operates in compliance with Federal and Provincial legislation, regulations and guidelines, as well as the policies, procedures, and standards established by DNSSAB.

Qualifications:

- Two-year post-secondary diploma in Business Administration, Accounting, Finance, Business Development or Project Management or an acceptable combination of education and experience;
- Three (3) years' experience in housing or homelessness program administration, including planning and development;
- Experience in project management, housing or tenant advocacy, grant writing, research, or community program planning and development
- Good knowledge of the Housing Services Act, 2011 and Regulations, Residential Tenancies Act, 2006 and the National Housing Strategy;
- Ability to maintain a large dataset including inputting and analyzing data;
- Ability to analyze complex situations and make sound recommendations;
- Demonstrated ability to monitor compliance with legislation, regulations and/or policies;
- Excellent interpersonal, communication, and presentation skills;
- Detail-oriented with strong organizational and communication skills, capable of working independently and as part of a team;
- Proficient use of computers, with the ability to produce spread sheets, correspondence, reports, charts and presentations using a variety of software applications, including Microsoft Word, Excel, Power Point, Outlook, and Canva;
- General knowledge of the full range of programs delivered by DNSSAB including Housing Services, Children's Services, Ontario Works, and Paramedic Services;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A Valid Ontario Driver's License and a reliable vehicle for use on the job;
- Respect of confidentiality.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Tuesday, March 25th, 2025. Please follow this link <https://bit.ly/3FqWlso> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.