



Research and Engagement Coordinator – Community Housing Program www.coady.stfx.ca

The Opportunity

The Coady Institute is looking for a dynamic and innovative Project Staff member to support its ***Community Housing Program***, which includes a focus on the intersection of affordable housing and the United Nation’s Sustainable Development Goals and Agenda 2030. **This is a six-month project position supported with external funding.**

The ideal candidate will be a conceptual thinker who can bring ideas to action. They will have a background in community development, program coordination, leadership and adult education, qualitative and quantitative research, online engagement, and learning technologies. In addition to being an excellent facilitator, a first-rate writer, and a developer of strategic partnerships, the Project Staff member will be well versed in writing proposals and sourcing funds to support activities that respond to community needs.

This six-month contract position falls within the StFX Non-Union Salary Grid - Band D (\$25.78 – 31.49 per hour). The successful candidate will work 37.5 hours per week, occasionally during evenings and on weekends. We respect and welcome diversity. Applications from Indigenous persons, persons of colour, and people across spectrums of gender, sexuality, abilities, and age are highly encouraged.

About Coady Institute

Located on the campus of St. Francis Xavier University, the Coady Institute is a global leader in citizen-led, community-driven, asset-based approaches to change. In collaboration with partners and change agents worldwide, the Institute works to strengthen local economies, build resilient communities, and promote accountable governance.

The Position

As a member of the Community Housing Program Team, the successful candidate for this position will have:

- A bachelor’s degree in a related field (a master’s degree is preferred).
- A minimum of two years experience in the advancement of community-led, asset-based development.
- Experience in, or knowledge of, the housing sector in Nova Scotia is an asset.
- Strong knowledge, experience, and comfort with group facilitation and consultation—familiarity with online facilitation is an asset.
- Demonstrated written and oral communication skills with an ability to adapt content and approach to a broad range of stakeholders.
- Capacity to network and manage complex collaborative cross-organizational relationships.
- An ability to work independently and collaboratively within a team environment while ensuring outcomes are achieved.

- Proven ability to set, adapt, and shift priorities in a dynamic and fast-paced environment; problem-solve and handle multiple responsibilities; produce high-quality deliverables; and meet deadlines.
- Experience working with community-based development organizations (may include volunteer work).
- Excellent organizational, planning, problem solving, and project management skills considered an asset.
- Excellent Microsoft Office skills, especially Excel.

Key Functions and Responsibilities

- Documenting and supporting the virtual mapping of affordable housing cases from across Nova Scotia, six organizational cases, and three thematic briefs, all related to the United Nation's Sustainable Development Goals.
- Supporting the coordination and delivery of 18 county meetings, three webinars, and five people's schools on affordable housing and the United Nation's Sustainable Development Goals.
- Supporting the coordination and delivery of the Build Together II Project (<https://coady.stfx.ca/extension/build-together/>), including assisting with the coordination of ongoing consultation and planning sessions, documenting and disseminating project information, and supporting the planning and implementation of a foundational conference in June 2022.
- Contributing to the design, development, and implementation of proposals that support the work of the team as they relate to community and affordable housing.
- Facilitating workshops and educational programs that develop community leadership, enhance community capacity, and foster community self-reliance.
- Conducting participatory research and documenting findings as needed.
- Assisting and supporting initiatives generally, as required.

This posting will remain open until the position is filled. To express interest in this role, send a resume (CV) and a 500-word statement describing your interest, experience, and the approach you would bring to this position in confidence to:

Johann LeBlanc
 Coady Institute
 StFX University
 Antigonish Nova Scotia, B2G 2W5
 Email: jleblanc@stfx.ca

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People

Our institution is committed to upholding the values of equity, diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQ+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038