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58 Queen Street South, Kitchener, Ontario • N2G 1V6 • Telephone (519) 743-1151

## **Housing and Shelter Hub Lead**

The Working Centre is a dynamic community based organization with projects that range from: employment supports and financial problem solving; an integrated response to homelessness and addictions including a community kitchen hub, medical and psychiatric supports, street and encampment outreach; a growing network of affordable and supportive housing and shelters; community enterprise projects including plant-based cafes, a bicycle recycling shop, a computer recycling shop, a housewares and furniture thrift store and a clothing shop.

The Working Centre has been developing a Living System organization with the capacity for creative responses. A Living System means that our practices and approaches have the openness to evolve, that cooperation, responsiveness, hospitality and diversity are key features. An important part of our Living System is the development of four key hubs (Work and Livelihood, St. John's Kitchen and Outreach, Housing and Shelter, and Community Tools and Enterprise), along with formalizing our internal groups that look after buildings, infrastructure, maintenance, accounting and IT in order to support projects to root, develop and grow. This transition supports the important complexity and diversity of The Working Centre.

We are currently hiring a number of new positions to help us strengthen and build our work moving forwards.

### **JOB SUMMARY**

The Housing and Shelter Hub Lead supports our housing and shelters including:

- Affordable Housing - refugee housing, health focused housing, dry housing, housing at below-market rents;
- Supportive Housing – including the new housing we are building at 97 Victoria St. N.; and
- Emergency Shelters – currently including Erbs Road Shelter and King Street Shelter.

As we expand and cultivate these opportunities, we are building infrastructure and innovative ways to support people who are most left out of housing opportunities. This role helps us to strengthen the work, hold external commitments to funders and build a culture of responsiveness to changing needs that emerge in the work. People form the core of this work, and the Hub Lead supports the teams doing the work and supports the system problem-solving when complex situations emerge.

### **SUMMARY OF RESPONSIBILITIES**

- With Project Leads, support the teams, the work, the funding structures, and the good work being done in our Housing and Shelter projects.
- Develop understanding and support the funders and system requirements for housing and shelter; support implementation of new projects or developments.

- Support the development of pathways for support, helping to build frameworks, programs, and care that support people where they are as they work toward change.
- Support the availability of a continuum of housing and shelter options available through The Working Centre; connect with wider housing/shelter options in the community.
- Understand the housing journey for PWUD (People Who Use Drugs) using a harm-reduction approach while supporting the possibility of change.
- Help to build and strengthen the portfolio of properties that form our Affordable Housing units, ensuring we are meeting the needs of both people living on a social income as well as people living on a limited income.
- Along with Project Leads, ensure buildings, houses, and shelters are well cared for.
- In partnership with the Budget and Financial Lead, hold the dynamic budgeting that makes these projects sustainable.
- Work alongside the People and Culture team to support the staffing, scheduling, and wellness of teams involved in this work.
- Ensure and support the reporting frameworks for these projects (financial, data, and narrative), maintain connection with funders and donors who contribute to the work.
- Mediate complexities that emerge, balancing care for people and stability of place.
- Maintain awareness of the realities of people living in our housing, holding on to the unique journeys, while also seeing system level impacts, supports, and strategies that can be implemented.

## **QUALITIES AND QUALIFICATIONS**

- Ability to multi-task, deal with multiple demands, and to stay calm under pressure; hard worker who is willing to go the extra mile to meet people and project needs.
- 5 years proven experience leading a team of people.
- Ability to support the financial framework that builds sustainability in our housing and shelter work.
- Understanding of buildings, maintenance, RTA, Housing and Homelessness System, and supporting low-income people to access housing.
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Willingness to bring practical and focused skills to build structures and frameworks that strengthen our cooperative organizational infrastructure.
- Excellent time management skills, with the ability to perform multiple tasks and meet deadlines while maintaining quality.
- Holding leadership in a living systems model that honours the inclusion, creativity, and diversity in each project. Willingness to learn with us about how to hold our living systems model.
- Works from a strength-based approach; holds awareness of risks without fear.
- Willing to engage in the thoughtful connecting and advocating of system change, a person at a time.

## **COMPENSATION AND BENEFITS**

We are looking for someone to join our team full time, working Mondays to Fridays from 9am-5pm.

The Working Centre has always held an equal salary policy across the organization, reducing comparisons and hierarchy. Our leadership has always accepted less money in respect of this ethic.

These new positions are created with this spirit, while also inviting roles that help to foster both the beauty of the work and the systems and commitments that increasingly challenge the work. This position starts near the top of our salary policy, at \$70,500 annually. We offer a full benefits package that starts after 3 months of full time work.

## **APPLICATION PROCESS**

The Working Centre is a dynamic and highly responsive organization. Co-workers come from all walks of life, a variety of cultural backgrounds, and an eclectic mix of age groups. We are constantly learning and are challenged in our work. We offer many flexible yet anchored work roles and a work environment that allows you to do meaningful, respectful and good work.

This work is more than a job – it is about committed community work in a collaborative environment. If you think that this role would make you excited to come to work every day, we'd like to hear from you.

Email your application to [working@theworkingcentre.org](mailto:working@theworkingcentre.org) and include:

- A cover letter explaining your interest in this position, our organization and how your experience and skill would be a good fit.
- Your resume