

<b>JOB POSTING</b>	
<b>TITLE:</b> STUDENT - TENANT ENGAGEMENT COORDINATOR (2)	<b>DEPARTMENT:</b> CANADA SUMMER JOBS (CSJ)
<b>DATE:</b> 19-Mar-19	<b>JOB ID#:</b> JPAD19-03
<b>HRS:</b> MON-FRI - 9:00 AM - 3:30 PM	<b>PAY RATE:</b> \$16.00 PER HOUR
<b>START:</b> Pending CSJ approval	<b>DURATION:</b> As approved by Canada Summer Jobs

**PRIMARY DUTIES AND RESPONSIBILITIES**

This summer student position will provide practical experience in key areas such as human rights and social justice and participating in a multi-disciplinary team. It. The Student - Tenant Engagement Coordinator will engage and maintain contact with our tenants to foster their overall well-being and maintain successful tenancies through tenant engagements activities and supports. Specifically, they will:

- Act as a representative for our applicants, tenants and clients and provide quality customer service
- Implement and conduct activation, recreation and social programs i.e. discussion groups, focus groups, community gardens, Tenant BBQ’s, or special events
- Explain, demonstrate and assist participants in performing activities
- Plan programs by gathering information concerning practicality and cost of activities
- Attend team meetings, presenting alterations/adaptations in programming and gathering tenant information to assist in establishing goals and strategies.
- Collect statistics, compile, report, type and perform other clerical duties as assigned using computer spreadsheets and databases in programs such as Microsoft office and internal software programs
- Coordinate activities by obtaining adequate supplies; distributing, and writing information/flyers
- Maintain appropriate documentation
- Promote tenant safety
- Liaise with tenants, staff, students and community agencies in gathering and providing information to support activity programs

**LOCATION**

Based at the Corporation Head Office at 28A Albert Street, Oshawa, with travel throughout our Oshawa properties

**SUPERVISION & MENTORING**

This position will be supervised by the Manager of Tenant & Housing Services. The Manager of Tenant & Housing Services will meet with the student daily to organize and coordinate the daily work plan. The Manager of Tenant & Housing Services will have frequent daily oversight for all tasks and responsibilities. The student will participate in Mandatory Health & Safety Orientation prior to commencing any work.

**QUALIFICATIONS – To be eligible, students must meet ALL criteria**

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act2; and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Reliable transportation to work sites is required

### **SKILLS & EXPERIENCE**

- Strong MS Word, Excel and database skills
- Project management experience
- Excellent time management skills
- Highly organized, multitasking and prioritizing skills
- Exceptional written and verbal communication skills
- Highly developed interpersonal skills

### **EDUCATION**

- Post Secondary Education - college or university student studying in the field of Social Work, Social Service Worker, Recreation Programs, Psychology or Sociology

### **APPLICATION**

Please submit a cover letter and resume clearly specifying what position you are applying for by fax, mail or email to:

Durham Region Non-Profit Housing Corporation  
28A Albert Street, Oshawa, ON L1H 5S8  
Fax: 905-436-5163 E-mail: [drnphc@durham-housing.com](mailto:drnphc@durham-housing.com)

The Durham Region Non Profit Housing Corporation is an equal opportunity employer and committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us. We thank all applicants; however, only those being considered will be contacted.

Please note that this position is dependent upon approval from Canada Summer Jobs; confirmation of approval from Canada Summer Jobs is expected during the month of April.