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| **Position Title:** | Summer Project Coordinator: Housing Access Needs for Diverse People with Disabilities |
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| **Term of Office:** | July 14th, 2019 to October 5th, 2019 (12 weeks/ Flexible) |
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| **Supervisor:** | DJNO Steering Committee  |
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| **Remuneration:** | Part-Time Paid Position |
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| **Hours of Work:** | 12.5 Hours a Week (Flexible) |

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| **Wages** | $20.00/Hr |

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| **General Scope of Duties** |
| The Project Coordinator for the Housing Access Needs for Diverse People with Disabilities Role will* Coordinate with various stakeholders in the housing sector
* Coordinate 2 Roundtables for diverse people with disabilities
* Summarize the findings from the roundtables into a report
* Coordinate 2 Workshops for diverse people with disabilities with the education committee steering committee staff
* Work with the campaigns committee steering staff to coordinate the roll out of a campaign strategy for Summer 2020
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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Research  | 20% | * Recruit participants for the roundtables
* Create questions for approval by the Steering Committee
* Recruit and train volunteers to facilitate roundtables
* Coordinate 2 roundtables
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| Event Logistics | 20% | * Book accessible rooms
* Book ASL/CART, Interpretation
* Book PSW
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| Community Partnerships and Outreach | 20% | * Connect with DJNO’s partners
* Identify, connect with, and collaborate with housing and housing advocacy organizations in Hamilton
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| Public Education  | 30% | * Coordinate 2 public education workshops, based on identified needs from the Roundtable
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| Writing/Reporting | 10% | * Create a brief survey of literature and environmental scan
* Create a final 15-20 pg report summarizing findings from roundtables
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| **Knowledge, Skills and Abilities** |
| The ideal candidate should have:* Proven experience in the housing sector in the Hamilton region.
* Proven experience working with Black, Indigenous and racialized community members.
* Proven experience working with people with disabilities.
* A systemic understanding of the issues facing Black, Indigenous and racialized community members with respect to housing
* Self-starter with an ability to ask for help when needed.
* Excellent time management skills and the ability to prioritize work.
* Attention to detail and problem solving skills.
* Excellent written and verbal communication skills.
* Strong organizational skills with the ability to multitask.
* High School degree
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| **Other information** |
| The Disability Justice Network of Ontario (DJNO) is committed to the core principles of Disability Justice. We are committed to building a diverse and inclusive staff, and we especially encourage applications from Indigenous, Black, and people of colour candidates, as well as candidates with disabilities and people who identify as part of the LGBTQ+ community, working class community, or any and all of the aforementioned intersecting identity groups. **To apply, please submit a resume and a cover letter to** **info@djno.ca** **by Wednesday May 15th 2019. If you require accommodations at any point of the application process, please email** **info@djno.ca****.**  |