



☎ 604-874-6629 Ext 226

🌐 www.hsls.ca

📠 604-873-4402

📍 3965 Dumfries St.
Vancouver BC V5N 5R3

EMPLOYMENT OPPORTUNITY

SECOND STAGE HOUSING COORDINATOR – FULL TIME

Helping Spirit Lodge Society – Vancouver \$30/Hour

Who We Are

Helping Spirit Lodge Society (HSLs) is a not-for-profit organization founded because of the community discussions and decisions made during community forums through 1990. The United Native Nations originally sponsored the first project and opened office for the society on February 1, 1990. The organization provides wrap-around services to Women and Children fleeing violence.

Job Summary

The Housing Coordinator provides strategic leadership and oversees the daily operations of the Second Stage Housing Program, ensuring services are delivered effectively and in alignment with organizational standards, mission, and regulatory requirements. This role supports high-quality programming for women and children, fosters a safe and culturally responsive environment, and leads staff with strong interpersonal and conflict resolution skills. The coordinator is responsible for program development, service excellence, and collaborative participation in agency-wide activities

Responsibilities

- Overseeing and coordinating day to day operation of the Spirit Way Housing Program
- Oversee and coordinate the day-to-day operations of the Spirit Way Housing Program, ensuring effective and efficient service delivery.
- Maintain strong relationships with partner agencies and key stakeholders through meetings, networking, training, technical assistance, and dissemination of Housing First and relevant housing policy information.
- Supervise three staff by providing leadership, guidance, and support to ensure program operations comply with public and private contracts as well as agency standards.
- Ensure accurate and timely collection of program performance and outcome data, and support ongoing monitoring and reporting requirements for our funders.
- Provide support and technical assistance to program and agency teams regarding supportive and permanent housing trends, initiatives, and Reaching Home Initiatives.
- Collaborate with HSLs management and departments including Housing, maintenance, and Transitional Housing to ensure services align with organizational mission and objectives.
- Manage program budget, including annual budget development, monthly financial monitoring, and recommendations for revisions as needed.
- Maintain awareness of industry trends, best practices, and innovations, integrating relevant approaches into program design and service delivery.



☎ 604-874-6629 Ext 226

🌐 www.hsls.ca

📠 604-873-4402

📍 3965 Dumfries St.
Vancouver BC V5N 5R3

Required Education, Skills and Qualifications

- Bachelor's degree in Social Work, Psychology or any related field.
- Minimum 3–5 years of experience in housing services, supportive housing, homelessness services, or a related social services field.
- Demonstrated experience in program coordination, supervision, and staff leadership in a multi-disciplinary environment.
- Strong interpersonal, conflict resolution, and communication skills, with the ability to work effectively with staff, clients, and external partners.
- Demonstrated ability to work in a culturally responsive and trauma-informed manner.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Ability to understand, prepare and monitor financial reports and program budgets; including strong spreadsheet and database skills and the analytical skills needed to think strategically.

Please submit your Resume and Cover letter to: executive_assistant@hsls.ca

Closing date: open until filled
Only those selected for interviews will be contacted

Preference may be given to qualified Aboriginal applicants per Section 41 of the Human rights code.

