



**JOB TITLE:** Point-in-Time Data Coordinator

**TYPE OF POSITION:** Part-time contract, (September 9, 2024-February 1, 2025)

**HOURS OF WORK:** variable with the bulk of the 160 hours in November/ December 2024

**RENUMERATION:** overall contract of \$5,000.00

#### *Overview:*

The Point-in-Time Count (PiT) Data Coordinator will plan and support the Everyone Counts: Kelowna 2024 Coordinated Point-in-Time Count data enumeration and survey at the direction of the Central Okanagan Foundation. The Point-in-Time Counts are a community-level measure of sheltered and unsheltered homelessness and are part of the Reaching Home: Canada's Homelessness Strategy.

The Central Okanagan Foundation serves as the Community Entity- Designated Communities which manages Reaching Home in Kelowna. Central Okanagan Foundation provides an ongoing contribution to the quality of life in our community through building endowments, grant making and community leadership.

#### *Summary:*

In the last quarter of 2024, Kelowna will participate in Everyone Counts: Kelowna 2024 Coordinated Point-in-Time Count supported by Housing Infrastructure and Communities Canada. The Point-in-Time (PiT) Count serves two functions: to count the number of people experiencing homelessness in Kelowna over a specified period; and to gather information on the demographics and service needs of the local homeless population.

Everyone Counts: Kelowna 2024 Coordinated Point-in-Time Count will help us to better understand homelessness in Kelowna. With successive counts we can measure our progress in ending homelessness and inform governments and community partners about homelessness in our community. The PiT Count Data Coordinator will be responsible for collating, analyzing and supporting the translation of the data collected through the one-day PiT count and the survey into a community report. The PiT Count Data Coordinator works in collaboration with the PiT Count Coordinator and Committee. This position reports to the Executive Director of the COF and collaborates with the PiT Count Coordinator and Community Entity Manager.

The Data Coordinator will be responsible for:

- Participation in Steering Committee meetings and provide input into the enumeration and survey methodology



*empowering generations to give.*

- Data cleaning and analysis of quantitative and qualitative data related to the enumeration and survey
- Supporting the writing of the Point in Time Count report alongside the Point in Time Count Coordinator

#### *Educational Requirements:*

- Post-secondary education with a specialization in project management, social work, community planning, health, and/or research will be considered an asset
- Knowledge of survey design and/or qualitative and quantitative research methods
- Knowledge of participatory action methods, ethics when collecting data from community, including OCAP principles
- Knowledge and expertise in one or more of these areas may be satisfied through a combination of education, training and/or previous experience

#### *Experience Requirements:*

- 2-3 years of experience volunteering or working in the homeless-serving sector or a related field. Direct experience working with individuals experiencing homelessness is an asset
- Experience coordinating community projects, programs or events
- Familiarity with volunteer recruitment, training and management

#### *Other Assets*

- Knowledge of/experience with populations affected by homelessness. For example: families, Indigenous Peoples, LGBTQ2S Youth, and Racialized Communities
- Demonstrated ability to work with diverse community partners, members and governments
- Knowledge of survey design and/or quantitative research methods
- Excellent oral and written communication skills

#### *Location:*

Hybrid, must be located in Kelowna

Applications are due Friday, August 2<sup>nd</sup> by noon. Your complete application package must include a cover letter, cv/resume, and the names of 2 work -related references. Please ensure that "PiT Count Data Coordinator" is quoted in the email subject line. Submit applications to Kristine Bugayong, Executive Director at [admin@centralokanaganfoundation.org](mailto:admin@centralokanaganfoundation.org).



Only those selected for an interview will be contacted. We are committed to employment equity and encourage applications from all qualified candidates. Please let us know if you require accommodation to participate in this process by emailing [admin@centralokanaganfoundation.org](mailto:admin@centralokanaganfoundation.org)

*\*We strongly encourage applications from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, people of colour, members of non-dominant ethnic, religious, linguistic, and/or cultural groups, women, (im)migrants/newcomers, people with (dis)abilities, and LGBTQ2S+ people. The Foundation believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.*