# PIT COUNT ASSISTANT COORDINATOR JOB DESCRIPTION

The success of your PiT Count depends on a qualified and dedicated Assistant PiT Count coordinator. The following resource is a sample job description that may be useful to inform the recruitment of your local Assistant PiT Count coordinator. As part of this template, we have developed a list of suggested qualifications. This is just a guide; based on your local context and the expectations for your Assistant PiT Count coordinator, you may need to add to, remove or amend these qualifications.

## Sample Job Description

**JOB TITLE:**  Assistant Point-in-Time Count Coordinator, **[Community Entity]**

**TYPE OF POSITION:** **Contract [insert]**

**HOURS OF WORK: [insert]**

**SALARY: [insert]**

## Overview:

The Point-in-Time Count (PiT) Assistant Coordinator will help the PiT Count Coordinator plan and execute the **[community name]** 2020 homeless count at the direction of the **[Community Entity]** and the Point-in-Time Count Committee.

**[Insert description of the Lead Organization]**

## Summary:

In March-April 2020, **[community name]** will participate in the Point-in-Time Homeless Count supported by the Government of Canada’s Reaching Home. The Point-in-Time (PiT) Count serves two functions: First, to count the number of people experiencing homelessness in **[community name]** over a specified period. Second, to gather information on the demographics and services needs of the local homeless population.

Through a snapshot of homelessness, the PiT Count will help us to better understand homelessness in **[community name].** With successive counts, we can measure our progress in ending homelessness in our community. **[Insert additional benefits of a PiT Count]**

The Assistant PiT Count coordinator will support the PiT Count coordinator to plan and implement the **[insert community name]** PiT Count, in consultation with the PiT Count committee. The Assistant Coordinator will be responsible for:

* Reporting to the PiT Count Coordinator
* Mobilizing the homeless serving-sector;
* Recruiting and training volunteers;
* Ensuring the safety of volunteers and participant;
* Coordinating data input and analysis; and
* Preparing the final PiT Count report for submission to **[Community Entity].**

## Qualifications

### 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 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 in housing or homelessness, or a related field. Applicants must demonstrate an understanding of issues related to homelessness. 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, LGBTQ2 Youth, racialized communities.
* Demonstrated ability to work with diverse partners, government and other stakeholders.
* Experience in effective management of crisis situations.
* Knowledge of survey design and/or quantitative research methods.
* Experience working with the media.
* Excellent oral and written communication skills.
* Superior presentation and public speaking skills.

Your complete application package must include a cover letter, resume, and the names of at least 3 work -related references. Please ensure that “Assistant PiT Count coordinator” is quoted in the email subject line. Submit applications to **[insert contact information].**

**Posted on:** **[insert date]**  **Closing Date: [insert date]**

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.