

**Positive Housing Program Coordinator – My Sister’s Place**  
**Permanent Full-Time (35 Hours per Week)**  
**Wage Grid 12: \$ \$29.17 - \$33.49 per hour**  
**Reports to: My Sister’s Place Program Manager**  
**Prince George, BC**

### **About Us**

At the Prince George & District Elizabeth Fry Society, we respectfully acknowledge that our work takes place on the traditional unceded territories of the Lheidli T’enneh, Skin Tyee, Nee Tahi Buhn, Cheslatta Carrier, Lake Babine, Wet’suwet’en, Ts’il Kaz Koh, and Lhtako Dene First Nations. The Prince George and District Elizabeth Fry Society is an intersectional feminist organization that provides programs and services to individuals who identify as women, children, and their families and who are at risk of, or have experienced, violence, abuse, inequities, marginalization, and/or criminalization. We contribute to a safe community by raising awareness, and promoting self-empowerment and resilience.

Working here you will find a passionate, dedicated team of employees who truly care about the people that walk through our doors. We celebrate diversity and treat each individual with respect, striving towards furthering reconciliation and cultural humility each day. Joining us provides an opportunity to enjoy an environment that fosters employee work-life balance, extended health & dental benefits, a generous Municipal Pension Plan, competitive wages, an employee and family assistance program, and a career where you can make a meaningful difference in the lives of others. For more about us, visit our website: [pgefry.bc.ca](http://pgefry.bc.ca)

### **Our Commitment to Diversity, Equity, and Inclusion**

Diversity, equity, and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. We encourage applications reflecting the richness of the diverse community of persons we serve. If you are passionate about this role but don’t meet all the qualifications, we encourage you to apply anyway! You may be the right person for this job, or a great fit for another opening.

### **About the Position**

We are currently seeking a compassionate, motivated, and trauma-informed individual to run our Positive Housing Program for women and families experiencing, or at risk of, gender-based violence. This position has the primary focus of supporting residents to overcome challenges to maintaining successful housing within the continuum of housing at My Sister’s Place. The Coordinator will practice from a Feminist, anti-oppressive, and strengths-based model to establish positive working relationships with residents to provide emotional support, develop skills, and access resources in the community to increase the capacity of residents to be successful in their program participation/tenancy. The successful candidate must demonstrate cultural humility and a commitment to our values of respect, inclusion, diversity, and Reconciliation, while ensuring the program operates in a professional and efficient

manner. It is essential for this role to maintain confidentiality and professional boundaries, and to work independently with complex issues. The Positive Housing Program Coordinator operates 9:30am-4:30pm Tuesday to Saturday, with evenings as needed, and this position requires use of a personal vehicle for business purposes. We are part of the BCGEU and this position requires union membership.

### **Job Qualifications & Requirements**

- Completion of a diploma or certification program in community social service, healthcare delivery, community mental health, or other relevant discipline
- At least two (2) years of experience directly supporting diverse populations that face multiple barriers to successful housing
- An equivalent combination of experience and relevant education may be considered
- Sound knowledge of current social issues such as poverty, homelessness, mental illness, addictions, gender-based violence, child protection, etc.
- Familiarity with BC Housing and social housing programs, their policies, and their role in the social service system
- Working knowledge of the Residential Tenancy Act and applicable health & safety regulations
- A high degree of discretion in establishing supportive, trusting relationships with residents while respecting the role and obligations of property management staff according to the Program guidelines or the Residential Tenancy Act
- Understand dynamics of abuse and gender-based violence from a Feminist perspective
- Conflict resolution, crisis intervention, and mediation skills
- Time-management, problem-solving, and analytical skills
- Ability to facilitate educational and supportive groups
- Demonstrated ability to work effectively with diverse and marginalized populations
- Dedication to maintaining confidentiality and a high degree of professional boundaries
- Knowledge of other community services and resources, to enable appropriate referrals
- Computer literacy in MS Office applications and database programs
- Compile statistics and records management data
- Excellent communication skills, both oral and written
- Current Naloxone training
- Valid Class 5 BC Drivers' License, and use of own vehicle for transportation if required
- Standard First Aid and BC FoodSafe certifications
- A clear Police Criminal Record Check and Vulnerable Sector Screening

Given the nature of the services we provide, we take gender dynamics into consideration and are prioritizing applicants who can work effectively in a space dedicated to women and children who have experienced trauma and gender-based violence.

For a full Job Description please contact [admin@pgfry.bc.ca](mailto:admin@pgfry.bc.ca)



## How to Apply

To put forward your interest please specify the position title in subject line and ensure your cover letter clearly states:

1. **Experience working with women in order to support positive ongoing housing**
2. **Why you would be a good fit as the Positive Housing Program Coordinator at My Sister's Place**

Interested candidates may forward their cover letter and resume to:

**Nancy Shorter, My Sister's Place Program Manager**  
**1575-5<sup>th</sup> Ave**  
**Prince George, BC**  
**V2L 3L9**

**Email submissions:** [nancy@pgefry.bc.ca](mailto:nancy@pgefry.bc.ca)  
**Inquiries:** 250-563-1113

The anticipated start date for this position is: ASAP

**Applications will be accepted until 12pm September 23 2025** The society thanks all interested applicants, however only candidates selected for an interview will be contacted.