

BLUEDOOR

Title: Construction – Projects Coordinator.

Job Status: Full Time: 40 hours per week.

Job Region: All Blue Door Locations

Equipment: Computer, telephone, fax machine, copier, calculator, Reliable Vehicle/Valid Driving License/Insurance.

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Senior Construction Manager, the incumbent will be responsible for the coordinated management of multiple projects and is responsible all aspects of the project lifecycle from concept to completion (initiate, plan, execute, monitor and control, closing). The position is responsible for identifying appropriate resources needed and developing a schedule to ensure timely completion of the projects as well as managing and monitoring the financial requirements of the project.

This person must be a team player participating in team meetings, site visits to projects as well as contributing to the overall success of the department by enhancing existing and identifying opportunities for new process, policies, procedures and standards.

Responsibilities

- Provide administrative support - including tracking progress of construction projects; delivering materials to support the projects and collecting feedback from construction staff and participants to ensure platform is accurately tracking project materials and cost budgets.
- Manage project lifecycle ensuring quality control, health and safety standards, contract compliance and project completion/review and warranty
- Identify and implement risk management strategies throughout the lifecycle of the project
- Review and update the expense cost of all construction materials and tools.
- Examine new opportunities helping the construction program to grow and continue to build.
- Be well organized, including maintaining a detailed log of all interactions, attendance tracking and expectation setting.
- Develop and implement opportunities and strategies to foster teamwork, comradery and growth.
- Provide leadership through establishing and maintaining effective working relationships with all stakeholders of the organization including program participants.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Minimum college education with CET or PMP diploma or equivalent.
- Minimum of 3 years' work experience in a Construction field.
- Knowledge of community resources available in York Region and surrounding areas.
- Skilled in providing leadership and direction to individuals and teams.
- Ability to work independently and within a multi-disciplinary team.
- Excellent verbal and written communication skills.
- Strong ability to problem solve in conflict and/or crisis situations.
- Knowledge, understanding and promotion of anti-oppressive practices.
- Experience working with vulnerable populations.
- Excellent organizational and time management skills.
- Demonstrated computer literacy including Microsoft Office.
- CPR and First Aid Certified. Crisis prevention training would be an asset.
- Clear Vulnerable Sector Screening police check required.
- Valid Driver's license, reliable vehicle and insurance to travel for work.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-

racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca