



**Alliance to
End Homelessness
Ottawa**

info@endhomelessnessottawa.ca
PO Box 22021
Ottawa, ON K1V 0W2
343-552-0202

Job Description - Mobilization Manager

Type of Position

Full time, indeterminate position

Hours of Work

37.5 hours per week, generally 9 am to 5 pm. May include some evenings and weekends.

Vacation & Benefits

4 weeks of vacation, plus 3 personal days annually. Fridays off in July and August and office shutdown between December 24 and January 1. Extended benefits package and RRSP.

Salary

\$65,000 - \$70,000 / year, depending on level of experience

Location & Office Environment: Ottawa, Ontario

This job is a remote position, with in-person meetings and events required and occasional travel. The successful candidate will be provided with the necessary software and online collaboration tools to complete their duties. They will be provided with a laptop, monitor, keyboard and mouse, if needed. They are expected to provide their own internet connection and home office furniture, and to ensure that the workspace is adequate to ensure security of confidential information and intellectual property.

This position will be provided with a cell phone.

Description of Organization

The Alliance to End Homelessness Ottawa is a member-driven coalition of over 75 organizations working together to prevent, reduce, and ultimately end homelessness in Ottawa. Our mission is to help the community act in a coordinated, effective way across the housing and homelessness system, so the whole community can end homelessness together. Our vision is to build a city mobilized to end homelessness.

We advocate, mobilize and choreograph community partners and members to end homelessness together.

The Alliance acts as the community-based backbone for collective impact projects in the housing and homelessness sector, maintaining strategic coherence, coordinating mutually



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reinforcing activities, managing engagement of partners and interested community members, communications, data collection and analysis, and evaluation for continuous improvement.

Job Summary

Reporting to the Executive Director, the Mobilization Manager is part of the core Alliance team responsible for driving forward the Alliance's mission and strategic goals. The Mobilization Manager engages the Alliance's membership, government representatives, and the broader public in advancing the organization's strategic priorities through advocacy, communications, community engagement, and public affairs activities.

Duties and Responsibilities

Member Engagement

- Recruit, onboard, and support members.
- Develop and implement member engagement strategies.
- Foster member participation through committees, events, and networks.
- Gather and respond to member feedback and priorities.
- Monitor and report on engagement outcomes and trends.

Policy and advocacy

- Monitor policy, legislative, and government developments.
- Develop policy positions, submissions, and briefing materials.
- Participate in consultations, sector forums and events.
- Coordinate advocacy efforts, including campaigns.

Community Mobilization

- Lead engagement and mobilization initiatives.
- Build and maintain partnerships across sectors and communities.
- Plan and deliver annual events
- Advance inclusive participation and equitable engagement practices.
- Identify emerging issues and opportunities for collective action.

Communications

- Lead implementation of communications strategy, including social media.
- Develop content for websites and publications.
- Give public presentations and facilitate workshops



Leadership and Strategic Responsibilities

- Contribute to strategic planning and organizational priorities.
- Manage work plans, budgets, and reporting requirements.
- Evaluate and report on outcomes.
- Champion equity, inclusion, accessibility, and reconciliation.

Other Related Duties

- Schedule meetings for various Alliance working groups and committees
- Assist with set-up, tear-down and event management as needed for Alliance events
- Undertake special projects as assigned
- Provide support to team members as needed and work together on shared projects
- Undertake other related duties as assigned

Qualifications, Skills and Abilities.

- Lived experience of homelessness and housing precarity is welcomed and valued.
- Experience working from a diversity, equity, inclusion, decolonizing, and anti-oppression framework is preferred.
- Demonstrated knowledge and understanding of issues related to homelessness, affordable housing and poverty.
- Ability to work with diverse populations, including at-risk individuals.
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work
- Strong communication and interpersonal skills, ability to collaborate as part of a small team and also to work independently in a fast-paced environment.
- Exceptional written and oral communication skills in English. The ability to communicate effectively in both English and French is considered a strong asset.
- Diploma or university degree, or equivalent experience, in social work, social service work, community development, public administration, public policy, project management, communications, or a related field, or the equivalent in a combination of training and life experience.
- Key competencies include: experience with partnership development and relationship management, community engagement and facilitation, membership-based organizations, policy analysis and advocacy, public speaking, strategic communications and project management