

JOB DESCRIPTION

Project Coordinator

Tools for Change: Building on Tenants' Experience

A project of Cooper Institute and the PEI Fight for Affordable Housing

PEI Fight for Affordable Housing strives to be a voice for the tenant community, to build a tenant movement, and to represent the needs and concerns of Island tenants to government and to the community at large.

Cooper Institute is a community development and education collective. We work most typically in collaboration with other organizations on issues including those related to livable income, affordable housing, and migrant justice.

This project has two main outcomes: a user-friendly guide to preparing for rental hearings and a set of recommendations for a rental property maintenance standards regulation for PEI. These will be based on contributions of tenants who have taken part in hearings, and of tenants who have experienced challenges relating to maintenance and repairs. The intent is to organize and facilitate conversations with tenants as a way of creating content for the guide and the recommendations.

The position will involve engaging tenants, some research, facilitation, and writing. The project will be guided by a group of tenants, members of the PEI Fight for Affordable Housing and Cooper Institute.

The Coordinator will be responsible for:

- Organizing and facilitating a series of conversations with tenants;
- Researching similar resources in other jurisdictions, gathering information and resources as appropriate, and ensuring that participants have all the information they need;
- Coordinating logistics, developing agendas and facilitating meetings, ensuring accurate recording of meetings, creating a safe space for tenants;
- Compiling information gathered over the course of the project and creating draft versions of the guide and the maintenance standards regulation;
- Ensuring legal accuracy through examination of the Act and regulations and consultation with legal professionals;
- Finding and working with a designer to develop the format of the guide;
- Supporting tenants to develop a plan for sharing the resources that are created as a result of the project (guide; maintenance standards regulation) as well as a plan to use the regulation recommendations as an advocacy tool;
- Preparing and distributing monthly reports and participating in monthly meetings of partner organizations.

Hours & Wages: 37.5 hours/week at 24.00/hr

April 24 to December 8, 2023 (32 weeks)