

**Stronger Together.
United for Impact.**



United Way
Maritimes

Serving Central
& Southwestern NB,
PEI & Mainland NS

**Job Advertisement: Project Manager, Sunnyside Tiny Home Community
One-Year Full Time Contract Position
Work Location: Saint John, New Brunswick**

Application Deadline: September 22, 2024

United Way Maritimes — with teams located in and serving the regions of Central New Brunswick, Colchester & Cumberland Counties, Halifax, Lunenburg County, Pictou County, Prince Edward Island, and Saint John, Kings & Charlotte — is a for-impact organization that brings donors, volunteers, and partners together to create lasting social change. We believe everyone matters and deserves to belong, be safe, and live a life of their choosing. To help, United Way Maritimes alleviates and reduces local poverty by funding, partnering, convening, and advocating for solutions. United Way Maritimes is part of a federated movement of 60+ United Ways across the country.

The staff at United Way Maritimes takes pride in bringing together people who have a range of experience, talents, and backgrounds. Our staff share a passion for each of the places we call home and bring many different skills and strengths to the work we do. Our community and social change priorities include poverty, social isolation, affordable housing, persons experiencing marginalization and vulnerability, and recovery and resilience to environmental, mass casualty and public health emergencies. We provide a supportive and flexible work environment filled with opportunity, support, balance, and laughter.

Are you looking for a way to tangibly address the housing crisis in your community?

Reporting to the Senior Executive Director, NB, the Project Manager, will directly support the development and implementation of the recently announced Sunnyside Tiny Home Community. The Sunnyside Tiny Home Community is an affordable housing initiative for some of our most vulnerable citizens and the community.

The key responsibilities of the role include:

- Collaborate with internal and external stakeholders to manage and direct the project, supporting any RFP processes, budget development, coordinating the contribution of engineers, architects, contractors, insurance providers, and other service providers, and implementing quality controls for the work.
- Steward legal agreements such as contribution agreements, purchase agreements, and land transfer agreements.
- Manage and mitigate project risks to prevent future issues and resolve emerging matters.
- Coordinate and prepare materials for the project steering committee and ensure strong volunteer engagement and stewardship of the project.
- Support communications efforts related to the project in coordination with the internal marketing and communications team.
- In coordination with the internal philanthropy and growth team, develop and complete funding proposals, and help secure funding.

**Stronger Together.
United for Impact.**



**United Way
Maritimes**

Serving Central
& Southwestern NB,
PEI & Mainland NS

- Develop and manage the project budget, process invoices, and ensure payment schedules are followed.
- Use community impact and sector knowledge to guide the project in a way that will meet the needs of those who will be served by the Sunnyside Tiny Home Community.

This is a one-year full-time contract position and the salary range for this position starts at \$68,000 per year. If you have questions about the role or compensation package, please contact Lucy Lanni at info@unitedwaysaintjohn.com or 902-461-3064.

If this sounds like you, let us know by sharing your resume and cover letter outlining why you could be the right fit for United Way Halifax and this role. Submit your application to info@unitedwaysaintjohn.com by September 22nd at 11:59pm (AST).

United Way Maritimes deeply values equity and is committed to ensuring our staff community reflects the diversity of the wider community. We welcome applications from African Nova Scotian people, persons of African descent, Indigenous peoples, racialized people, women, persons with disabilities, persons of varied sexual and gender identities, and others with the skills and knowledge to productively engage with diverse communities. United Way Maritimes seeks to maintain its commitment to inclusion and equity and recognizes that increasing the diversity of our staff supports this objective.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs in advance of the assessment.