



River Bank Development Corporation
1350 15 Avenue West
Prince Albert, SK S6V 5P2
Phone: 763-4221
Fax: 763-4245

Project Officer - River Bank Development Corporation

- Job title:** Project Officer
- Location:** Prince Albert
- Terms:** In person full-time (37.5 hours/ week depending on meetings/ travel)
- Salary/Benefits**
- Salary will be compensated based on experience
 - Benefit package (life insurance, health, dental, LTD); employee pays portion
 - 5 % matching pension plan
 - Professional Development Opportunities
 - Travel per diems
- Requirements:** Ability to travel for meetings and conferences as needed
- About us:** River Bank Development Corporation is an affordable housing provider. RBDC manages the Reaching Home program in Prince Albert. RBDC funds local projects to reduce and address homelessness in Prince Albert.
- About the role:** As a project officer the role will involve working with the community, non-profit agencies, and government sectors to address and reduce homelessness. The role is community development based and involves working in collaboration with key stakeholders to address and prevent homelessness.
- Responsibilities:**
- Report to RBDC's General Manager, RBDC's board, and the Community Advisory Board;
 - Develop effective working relationships with community agencies to ensure effective implementation of the Reaching Home directives, attend community meetings/events, identify community needs, and assist to reduce and prevent people experiencing homelessness;
 - Ensure agency and project adherence to the Reaching Home directives by attending trainings and meetings to meet standards;
 - Vet community projects and prepare contracts, addendums and ensure contracts are properly executed throughout the fiscal year;
 - Complete Financial Monitoring of project agreements to objectives are being met, and balance the reaching home budget;
 - Oversee Coordinated Access and Reaching Home funded projects;
 - Support and assist organizations with reporting conditions, reaching home policies/directives, funding proposals, referring to other funding agencies.
 - Complete Reaching Home reporting, reports to the CAB, attend trainings for policy implementation/changes, and reporting methods;
 - Complete community presentations that harvest community building sentiments, attending events, and collaborative meetings e.g. coordinate Point-In-Time count for Prince Albert, Community Plan; and
 - Work with community agencies to complete the winter funding strategy.
- Candidate requirements:**
- Valid driver's license;
 - Must provide a criminal record and vulnerable sector check;
 - Strong communication skills, written and oral;
 - Bachelor's degree, post-secondary education, or ability to demonstrate



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Preferred Skills

- proven project administration experience;
- Excellent time management skills
- Demonstrate experience in financial management
- Experience in human services sector working with vulnerable populations
- All candidates must be currently residing and legally able to work in Canada
- Ability to network and build community relationships;
- Computer skills to make infographics, complete reports, proficiency with excel or willingness to learn excel;
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Excellent written and verbal communication skills
- Ability to take direction and provide recommendations; and
- Experience with policy interpretation and implementation.

Please submit a cover letter with three references to be considered for the position by February 28, 2025 to the General Manager.

Contact Tina Dickson at rbdc.housing@sasktel.net or call 306-981-5583