

<b>Job Title:</b>	Community Engagement Coordinator	<b>Job Category:</b>	Social Science
<b>Department/Group:</b>	HIFIS	<b>Location:</b>	Prince Albert
<b>Level/Salary Range:</b>	To be negotiated	<b>Position Type:</b>	Community Engagement
<b>HR Contact:</b>		<b>Date Posted:</b>	February 18, 2026
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	March 16, 2026,

**Job Description**

Saskatoon Housing Initiatives Program (SHIP) is looking to hire a detail-oriented **HIFIS Community Engagement Coordinator** to support the Homeless Individual Family Information (HIFIS) system. HIFIS is a data collection system that allows for real time homelessness data to be shared by multiple agencies to provide for community coordination of resources and client supports.

This role supports strong data quality, reporting, and user engagement to inform community homelessness response efforts.

The coordinator will analyze HIFIS data to ensure accuracy and consistency, identify data gaps, and support data clean-up and quality improvement. They will assist the HIFIS team in developing and maintaining reports that support program monitoring, performance measurement, and funder requirements.

Key responsibilities include training and supporting HIFIS users through group sessions, one-on-one assistance, and the development of training materials. The role also involves supporting system testing and maintenance, including participating in system updates, identifying issues, and coordinating with HIFIS support to ensure timely resolution and clear communication to users.

The Community Engagement Coordinator will work closely with the Community Engagement Manager (HIFIS) on project and operational tasks as needed and will regularly communicate with service providers and other stakeholders.

**Technical Skills:**

It is an asset to have experience with visualization tools such as Tableau, Power BI, or similar software and related learnings.

**Analytical Skills:**

Problem-solving skills to address unusual or unexpected issues effectively.

Attention to detail and ability to ensure accuracy and integrity.

**Communication Skills:**

Effective verbal and written communication skills to interact with users, stakeholders, and team members.

Ability to explain technical concepts to non-technical users and provide training and support.

**Project Management Skills:**

It is an asset to have experience in project coordination or management, including planning, scheduling, and tracking progress.

**Domain Knowledge:**

Understanding regulatory requirements or standards relevant to data management and privacy (e.g., GDPR, HIPAA).

**Teamwork and Collaboration:**

Ability to work effectively in a team environment, collaborating with colleagues from diverse backgrounds and disciplines.

Willingness to share knowledge, mentor others, and contribute to the success of the team and organization.

**Adaptability and Continuous Learning:**

Commitment to ongoing professional development and staying updated with industry trends and advancements.

The ability to be flexible in terms of hours of work and travel is important. CPIC and Drivers License required.