
Executive Administrator/Communications Coordinator- (Term Position) Saskatchewan Housing Initiatives Partnership

Saskatoon Housing Initiatives Partnership (SHIP) develops, manages, and administers a wide range of affordable housing and homelessness solutions. SHIP provides the administration for the Reaching Home program: Canada's National Strategy to address homelessness, as well SHIP is on the Executive Council of the Saskatoon Homelessness Action Plan (SHAP) and engages with community organizations in Saskatoon involved in homelessness.

The Executive Director/Communications Coordinator will be the contact person to interact with the public and with agencies. The position will be expected to answer phones, provide correspondence and provide updates for the management team. The Executive Director will provide administrative support to the Executive Director and the SHIP management team. This will include scheduling and participating in meetings, taking notes, creating correspondence, and utilizing basic office skills to coordinate Reaching Home processes.

As part of the duties to providing administrative support to the Executive Director and management team the Executive Administrator/Communications Coordinator will be tasked to develop and provide effective communication strategy to stakeholders in the homelessness sector in coordination and at the direction of the Executive Director. This includes timely website updates, creating social media content, print and coordinating community events, workshops and the SHIP annual conferences.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Post secondary education in business administration, marketing, human resources, or related field.
- 1 – 2 years office experience, and/or marketing, or human resource experience an asset.
- Strong computer skills including Microsoft 365, Outlook, Excel, SharePoint, Word and data base experience is an asset.
- Good working knowledge of Creative Cloud Desktop (InDesign, Adobe Express), Adobe products, Word Press, and editing software.
- Highly organized with a positive personality and strong interpersonal skills.
- Comfortable using video editing software, group engagement software (Slido etc.) and video-conferencing tools.
- Experience liaising between multiple agencies facilitating multiple tasks.
- Strong analytical skills, time-management and data-oriented thinking.
- Strong communication and presentation skills.

ROLE AND RESPONSIBILITIES

You will:

- Work with the Executive Director and assist in coordinating communication projects designed to provide timely information to stakeholders.
- Work with the Reaching Home team to assist with the administration of Reaching Home projects.
- Assist in the delivery of contracts, quarterly, and annual reports, expenditure plans, as required and determined by SHIP.
- Responsible for scheduling and coordinating meetings, workshops, and conferences.

Other Assets:

- Knowledge of/experience with populations affected by homelessness.
- Demonstrated ability to work with diverse partners, government, and other stakeholders.
- An ability to work in a team environment and across agency and department disciplines.
- Must be honest and hardworking.

SHIP is a values-based organization. We are looking for a person who has strong values and is willing to work hard. We can provide training to the right individual. It is expected that the term position will be eighteen (18) months with the possibility of extension dependent on the funding.

The successful applicant will report and work under the supervision of the Executive Director of SHIP. The rate of pay will be negotiated based on the current SHIP wage grid for management.

Please submit resume's to rlafontaine@shipyx.ca by Thursday, April 16, 2026.

Please include a cover letter, a resume, and three (3) work-related references. As well as a current criminal record check. This deadline to submit resume's is Friday, April 16, 2026. Please submit resume's to rlafontaine@shipyx.ca.

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