

## **JOB POSTING 2022-34**

### **Project Coordinator: Contract Opportunity**

The Sea to Sky Community Action Team (CAT) project coordinator will support the CAT to achieve their strategic priorities by providing leadership, coordination and administrative services.

#### **About the Sea to Sky Community Action Team:**

On December 1, 2017, the Ministry of Mental Health and Addictions launched an Overdose Emergency Response Centre (OERC). The goal of the OERC is to spearhead urgent action at the community level to prevent further deaths and to support people at risk of overdose to access supports, treatment, and recovery services where appropriate. CATs act as a critical component of the provincial overdose emergency response by engaging stakeholders to monitor the overdose emergency in local settings and by escalating any issues or barriers to the OERC and Ministry of Mental Health and Addictions.

The purpose of the Sea to Sky CAT is to promote collaboration, discussion and decision-making related to the overdose response within the Sea to Sky region. The CAT will coordinate local strategies in order to improve the overdose emergency response to better meet the needs of those most at risk. The Sea to Sky CAT is looking for an experienced project coordinator to assist with its on-going coordination needs, including organizing key working groups to execute the CAT's priority actions.

#### **Project Timelines:**

ASAP - February 2024 with possibility of contract extensions.

#### **Compensation**

To be negotiated: \$40/hour (30-35 hours/week).

An opportunity for either 2 individuals to share the hours, or one contractor to be the sole coordinator.

Please note that this is a contract position.

#### **Application Deadline:**

All applications must be received by **11:59pm PST on January 5, 2022.**

**Summary of Responsibilities:**

Using best practices in community engagement and meaningful involvement of people with lived experience, the Project Coordinator is responsible for developing and coordinating the Sea to Sky Community Action Team (CAT) to promote the implementation of the Ministry of Mental Health and Addictions [Comprehensive Package of Essential Services for Overdose Prevention](#) response to local Sea to Sky needs.

Reporting to Squamish Helping Society, and the CAT planning committee, the Project Coordinator facilitates CAT meetings and communication between CAT members, develops and executes work plans, ensures the goals of the CAT are achieved, milestones are met, and the evaluation process is on-going. The Project Coordinator maintains records of CAT expenses and reporting under the direction of the CAT planning committee and/or broader team. The Project Coordinator has the necessary skills to navigate a diverse stakeholder landscape of substance use services and community non-profits. The Project Coordinator plays a central role in supporting the various CAT working groups, and the overall governance structure of the team. The Project Coordinator will also be required to budget, track CAT expenses, submit appropriate invoices to Squamish Helping Hands finance department, participate in communications activities. The Project Coordinator will also be required to consult with community groups and health care professionals to identify trends, needs, and priority overdose response issues, and provides outreach services in the community as required.

**QUALIFICATIONS****Education & Experience**

- Three (3) years of recent, related experience working in public and/or community engagement, working with volunteers/peers in community service work and providing health promotion, or an equivalent combination of education, training, and experience.
- Bachelor's degree in Healthcare Administration, Public Health, Social Sciences, Planning, and/or Communications.
- Experience working with Indigenous groups and/or communities.
- Experience working with people who have lived and living experience of substance use and/or mental health issues.
- Valid BC Driver's License.

**Knowledge, Skills & Abilities**

- Demonstrated experience with meeting planning and facilitation, community engagement, public speaking, program evaluation and conflict resolution.
- Demonstrated experience working with diverse populations, including people with lived and living experience of substance use.
- Ability to prioritize work and adhere to project timelines
- Knowledge of overdose response efforts, substance use services, community resources, and knowledge of how to navigate the substance use service landscape
- Ability to communicate effectively, both verbally and in writing
- Ability to work both independently and collaboratively as a member of a multidisciplinary team
- Ability to plan, organize and facilitate meetings, room bookings, correspondence between CAT members, and other related duties
- Ability to keep detailed notes of meeting minutes and key actions items arising at CAT meetings
- Knowledge of and proficiency in relevant software, including word processing, spreadsheet, presentation, and database software applications
- Ability to compile and prepare presentations and meeting materials
- Ability to supervise any projects or activities launched by the CAT and/or its working groups and report on progress
- Ability to monitor budgets and reporting requirements
- Ability to work under the pressure of interruptions and adapt to changes
- Ability to identify issues, and to develop and analyze solutions to resolve problems
- Ability to establish and maintain rapport with CAT members, and other relevant stakeholder groups, including local government
- Ability to be sensitive, tactful and diplomatic with the public and diverse partners.
- Ability to secure funding from additional grant sources if needed, and familiar with the grant distribution process for currently held grants
- Must be available for public consultation and public events on evening and weekends as necessary
- The project coordinator must have access to a workspace including computer, laptop, cell phone, printer, fax machine, and any other equipment and office supplies required to carry out the functions of the contract

**How to Apply:**

Please send a cover letter and resume saved in a PDF format via e-mail to [info@shhs.ca](mailto:info@shhs.ca) by **11:59pm on December 18, 2022**. Thank you for your interest but only shortlisted applicants will be contacted.