



Downtown Squamish Neighbourhood Initiative

Project Coordinator Job Description

Background

The Downtown Squamish Neighbourhood Initiative is a many-faceted, multi-agency and grassroots collaborative effort to maintain and enhance a safe and vibrant neighbourhood in the downtown Squamish area, with a special focus on the nucleus of the interaction of Third Avenue and Main Street where Under One Roof and the Squamish Overdose Prevention Site are located. The project consists of activating an inter-agency and community-based mobile neighbourhood care team, community dialogues, peer engagement, training for peers and volunteers, a placemaking initiative, and other volunteer-peer participatory activities.

The project is founded upon the idea that, as a community, we are all accountable to one another and it is only through collaboration and kindness that we can improve the safety and wellbeing of all community members including our most vulnerable and that they must be involved in the solutions. Our project is based on building human relationships between community members, peers, homeless and vulnerable people, and local service providers.

The vision is A vibrant and inclusive downtown Squamish neighbourhood where everyone feels physically, culturally, and emotionally safe and has a sense of belonging.

The project will run from approximately September 2021 to July 2022. It is funded by a grant from the Union of BC Municipalities and coordinated by Squamish Helping Hands Society, in partnership with the District of Squamish.

Job Summary:

This is an exciting and unique opportunity for an individual who loves building community, working with a wide variety of community members and stakeholders, is exceptionally organized, and is excellent at building relationships in the community.

Using best practices in community engagement and meaningful involvement of people with lived experience, the Project Coordinator will provide administrative support for the Steering committee and the overall initiative, manages communications, coordinates training, meetings, community events, arrange facilitators, etc.

- Coordinate the activities of the Downtown Squamish Neighbourhood Initiative
- Establish and maintain rapport with all partner organizations, steering committee members, volunteers, community members
- Facilitate regular Steering Committee meetings and communications between members by scheduling regular meetings, preparing meeting agendas, preparing meeting materials, and providing technical support to enable visual and auditory access to meeting content
- Detail notes of meetings minutes and key actions arising at meetings
- Ensure the goals of the initiative are met and evaluation is on-going

- Participate in public relations
- Consult with community groups and partners to identify needs, concerns, and provides outreach services for the initiative
- Coordinate events and projects related to the initiative including community conversations, securing facilitators for community conversations, training, and facilitators for training, placemaking projects and the mobile team
- Help to form the Mobile Team and collaborates with the Mobile Team Coordinator and the Volunteer Coordinator
- Hiring and working with a marketing contractor to create communications about the initiative

Contract Position Budgeted at 32 hrs./week

Deliverables

1. Form a Steering Team/Committee to guide the project. The Steering Committee would be comprised of representatives from key stakeholder groups (District of Squamish, Squamish Helping Hands Society, RCMP, Bylaw, Library, Peers, Community members, etc.)
2. Work with the Steering Committee to generate a detailed project plan, behavioural expectations for all, and a communication plan
3. Build and implement a Mobile Community Care Team that circulates in the downtown Squamish area daily to assist community members, homeless or vulnerable individuals and prevent harm.
4. Create and implement a training package for community members, volunteers, peers, partners
5. Host and facilitate dialogues – individual, group, community
6. Organize, in collaboration with the SHHS team, activities that engage neighbourhood residents of all backgrounds and bring people together to form connections
7. Develop and implement A Placemaking project
8. Enhance resources for unsheltered homeless (e.g., organizing storage options, purchasing tents and supplies)

Qualifications

Education and Experience

- Degree in Social Sciences, Community Development, Health Promotion or a related discipline or equivalent experience
- Demonstrated experience and understanding of the non-profit/voluntary sector
- Experience working with stakeholders in the community, proven track record in relationship building
- Demonstrated experience using an asset-based community development framework to create and maintain relationships of trust and respect with residents, partners, stakeholders, etc.
- Experience working with volunteers
- Computer proficiency (Microsoft 365)
- Experience coordinating community-based projects/Project Management experience
- Event Planning
- Marketing and communications experience
- Facilitation experience is an asset



Knowledge, Skills and Abilities

- Ability to take initiative, work both in a team and independently
- Ability to navigate ambiguity and operate comfortably within it
- Knowledge and understanding of local community issues
- Collaborative relationship builder/networker
- A non-judgemental and positive attitude, compassion, and empathy
- Familiar with a trauma-informed approach to interacting with people
- Familiar with harm-reduction concepts and practices
- Familiar with the idea of Placemaking: collaboratively reinventing public spaces
- Inspiring people to initiate social change

Working Conditions

- Flexible working hours may include evening and weekend work
- This position will involve some remote work, some in-person/in-community work, and is home-based when not in the community

How to Apply:

Please send a cover letter and resume saved in a PDF format via e-mail to **Carol Coffey at ccoffey@shhs.ca by 11:59 pm on September 14, 2021**. Thank you for your interest but only shortlisted applicants will be contacted.