

Job Posting – Project Coordinator, Campbell River Community Action Team

Job Title:	Project Coordinator – Contract position
Reporting To:	Campbell River Community Action Leadership Team
Work Location:	Campbell River (flexible/ home-based)
Salary:	\$30-35.00/hour depending on experience
Hours:	Approximately 13-15 hours / week
Term:	December 31, 2024 (with possibility of extension)

About the Campbell River 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 using substances to access evidence-based harm reduction and substance use treatment services where appropriate.

The purpose of the Campbell River Community Action Team is to support, implement, and advocate for local interventions that address the Toxic Drug Crisis in our region.

The Project Coordinator will work as a member of an interdisciplinary team to plan committee meetings, task groups and/or program initiatives. The coordinator will develop plans and strategies, report on progress, support evaluation processes, and work collaboratively with multiple stakeholders including people with lived experience.

Key Deliverables:

- Implementation of the 2024 annual work plan
- Complete and submit Progress Reports to OERC
- Adminstrating Monthly CAT meetings
- Coordination and planning of anti-stigma, community education and engagement, and harm reduction initiatives

Responsibilities:

- Coordinate monthly CAT meetings and convene working groups e.g. prepare agendas and other materials, send meeting invitations, take minutes, maintain membership list
- Coordinate and facilitate planning and implementation of action plan events and activities defined by the CAT and its working groups
- Plan, manage and help deliver various community outreach initiatives such as anti-stigma campaigns/events, education workshops, lunch & learn webinars etc.

- Provide direct supervision of the CAT Peer Coordinator(s) including providing support and guidance to help promote participation in all CAT activities
- Identify and develop capacity building opportunities for people with lived and living experience with substance, in partnership with organizations who offer and support peer programming.
- Ensure all projects are on track and achieving planned outcomes, where there are delays/risks raising them to the CAT in a timely manner.
- Liaise with community service providers and other community-based organizations to maintain and facilitate new partnerships
- Identify additional funding for the implementation of overdose related projects by writing and submitting grant proposals, with the support and approval of funding holder and CAT leadership

Skills and Abilities:

- Passionate about social wellness
- Up-to-date / curious about current trends and best practices in overdose prevention, harm reduction, and trauma informed care.
- Experience working with diverse populations and multiple community partners, including people with lived and living experience with substance use
- Adaptable communication style to effectively engage with different audiences.
- Working knowledge of project management methodology and/or project planning
- Demonstrated skills in cultural safety, compassion, inclusion, and respectful engagement
- Coordinating projects and delivering outcomes on time and within budget
- Experience facilitating multi-stakeholder collaborative initiatives.
- Experience writing and submitting grant proposals.
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability to plan, organize, and prioritize work and multi-task in an environment subject to changing deadlines and interruptions.

Qualifications:

- Experience in project management, community development and engagement, population health, community capacity building, program evaluation, community health and well-being, or an equivalent combination of education, training and experience
- Must be available on evenings and weekends as needed
- Access to a reliable vehicle
- Vulnerable Sector Record Check is required

How to Apply:

Please send a cover letter and resume to info@communityactioncr.ca and use “CAT Coordinator” in the subject line. Only applicants who are short-listed will be contacted.