



Job Posting

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| Position Title: | Project Coordinator |
| Date of Posting: | April 8, 2024 |
| Closing Date: | April 22, 2024 |
| Classification: | Excluded |
| Position Duration: | May 1, 2024 to March 31, 2025 |
| Program: | Newcomer Settlement Program |
| Reports to: | Director of Services, Settlement and Advocacy |
| Hours of Work: | 28hours/week; (Wage: \$38/hour) |

Summary:

The Project Coordinator is responsible for the effective management of a Distress Line Equity Fund Project.

The Project Coordinator will work closely with project contractors and under the leadership of the Director of Services to manage project contract expectations, including meeting project outputs and outcomes, data management and completing funding reports.

Key Duties and Responsibilities:

- Adhere to policies and standards of Chimo Community Services, as established in policy and program manuals, job descriptions, written memos, and verbal agreements
- Participate as a member of the Leadership team, actively engaging in agency wide initiatives.
- . Work closely with Director of Services to develop and implement project objectives and activities to meet project outcomes; maintain a working knowledge of crisis line sector and EDI.
- Work closely with project contractors to research crisis line sector practices and conduct data-driven assessment of best practices, challenges and opportunities to address sector gaps in EDI.
- Work closely with project contractors to organize and facilitate community engagement sessions, knowledge mobilization sessions, Community of Practice Forum and any project related activities/events; secure space and manage scheduling as needed.

- Work closely with project contractors to coordinate and support staff interviews, pre- and post-client focus groups/surveys, pre- and post-staff training surveys.
- Work closely with project contractors to develop EDI curricula and deliver/record EDI training to staff and volunteers.
- Coordinate and support policy and practice reviews and updates as informed by project learnings; ensure alignment with EDI principles and GBA+ intersectional approaches.
- Ensure effective project objectives and goals are consistent with Chimo's mission, vision, values and philosophy, as well as with all policies and legal, contractual and budgetary obligations; work closely with and under the leadership of the Director of Services to fulfill these expectations.
- Ensure that all reports, including Contractual Reports and Chimo Reports, are completed in a timely manner.
- Performs other related duties, as directed by Supervisor.

Qualifications:

Education, Training, Experience, Knowledge, Skills and Abilities

- A Bachelor's degree in social services, EDI certification and a minimum three (3) years experience working with organizational EDI initiatives. A combination of relevant training, education and experience will be considered. Valid Class 5 BC driver's license and access to an insured vehicle for work travel use.
- Three (3) years of project management experience.
- Training and experience in facilitation, EDI and equity issues.

Knowledge, Skills and Abilities

- Demonstrated knowledge of EDI and experience leading organizational EDI initiatives.
- Keen attention to details, action-oriented and excellent organizational skills and demonstrated ability to move forward multiple activities simultaneously. Strong communication skills, both verbal and written.
- Demonstrated ability to build relationships and communicate effectively across all functions and levels.
- Demonstrate a high degree of resourcefulness, time management and organizational skills.
- Ability to work independently with minimal supervision.
- Possess strong communication and interpersonal skills.
- Demonstrated success in working effectively with individuals from diverse backgrounds (e.g., cultural, religious, age, sexual orientation, etc.)
- Ability to identify sensitive issues and maintain confidentiality.
- Satisfactory completion of a criminal records search.
- Must have an appropriate valid B.C. Driver's License and reliable personal vehicle for business purposes.



Employment Information:

Please apply with a cover letter and resume to hr@chimoservices.com.