

## JOB OPPORTUNITY

### Project Coordinator, Recovery and Community Integration

#### ABOUT THE JOB

The Project Coordinator is responsible for coordinating a Provincial investment administered by CMHA BC Division and located in communities across the province of British Columbia. This role will work closely with a small and dynamic team to coordinate and implement major deliverables within the confines of the project while simultaneously meeting the needs of service providers, Project Sponsor(s), and stakeholders.

#### DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

##### Project Coordination

- Assist with the technical development and implementation of a new granting portal.
- Coordinate external project contractors and vendors (e.g., Evaluation contractors, system integrators, software providers).
- Coordinate documentation for legal review as necessary.
- Identify impacts and interdependencies between projects within the CMHA BC network.
- Facilitate business process improvement initiatives by mapping and analyzing current processes to identify business process improvements and best practices that streamline efficiency and quality.
- Create, maintain, and file comprehensive project documentation, plans, and reports.
- Liaise on a regular basis with key project stakeholders and project Sponsor(s).
- Provide operational input into the development, implementation and interpretation of program policies and procedures, when required.
- Coordinate and support other projects that fall within the Recovery & Integration department.

##### Communications

- Provide both verbal and written communication regarding project status, risks, and issues.
- Coordinate and assist in co-reviewing grant applications, engage in due diligence with grant applications/applicants.
- Proof-read reports, press releases, and other project-related documentation.
- Liaise with CMHA BC Communications Team to improve project-related communication strategies, while identifying opportunities to promote and market the project.
- Develop high-quality presentation decks for key project meetings to Executives, Project Sponsor(s), and external stakeholders.

##### Financial Coordination

- Coordinate signatures for project-related payments and submit them to CMHA's Finance Department according to organizational policies.
- Provide support in project-related budget tracking.
- Provide support to the Senior Manager and Director on project duties as assigned.
- Coordinate, assist in developing and disseminating project schedules and information to relevant parties.

##### Other Duties

- Assist the Senior Manager in setting up, managing, and calendarizing meetings.
- Assist in detailed meeting-related notetaking and dissemination of meeting notes to relevant parties.
- Provide input and support in the development of templates and best-practices for use within Recovery & Integration department within CMHA BC Division.
- Make logistical arrangements for meetings with project sites, CMHA branches, key stakeholders, advisory committees, and other relevant parties involved in specific projects.
- Apply the Agency's diversity lens and framework for support in all assignments associated with this role.
- Other duties as needed/assigned.

#### ABOUT YOU

##### Education

- A bachelor's degree in a relevant discipline (e.g., Business Administration, Public Administration).

- Project Management Certificate along with three to five years of project and/or grant management experience.
- An equivalent combination of education, training, and experience may be considered.
- Familiarity with the mental health and substance use service delivery systems and approaches in BC is necessary.

### **Knowledge, Experience, and Skills**

- Knowledge of and/or work experience in the substance use treatment sector in BC.
- Sound knowledge of principles of health equity, mental health and wellness, and social determinants of health.
- Experience in working with community grants and an understanding of the principles and practices of contract management.
- Exceptionally organized and proactive with an ability to be able to assess and prioritize multiple tasks and demands, along with excellent attention to detail.
- Excellent project coordination skills including:
  - Prior experience in assisting in project planning to ensure the project achieves its goals and objectives.
  - Assist in resource management.
  - Be an effective communicator for successful project delivery in a project management context.
  - Knowledge of risk management, along with resourcefulness and innovation to solve problems.
  - Commitment to high standards of quality, reliability, and responsiveness.
  - Comfortable with project management terminology and best practices.
- Experience in establishing and maintaining effective relationships and partnership with internal and external stakeholders.
- Ability to assess and prioritize multiple tasks and demands.
- Strong ability to work in matrixed project teams.
- Excellent interpersonal, written, and verbal communication skills
- Excellent working knowledge of Microsoft Word, PowerPoint, Excel, and MS Project
- Experience with Asana, Visio, Lucid Chart, and Miro are assets.
- Flexibility and ability to thrive in an environment with constantly changing conditions and competing deadlines and to work under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner.
- Creative and able to develop unique ways to represent the project, meet project needs, and present project outcomes to stakeholders.
- Strong interpersonal skills, with ability to work independently and as a team player.

### **Our key values and principles**

The successful candidate will be expected to consistently conduct themselves in alignment with CMHA BC's Core Values of:

- Inclusive
- Proactive
- Compassionate
- Steadfast
- Collaborative

### **WORKING CONDITIONS**

- This is a 1.0 FTE position located in Vancouver. The usual work week is 37.5 hrs. Most work is accomplished during the usual 9 a.m. to 5 p.m. business hours.
- Must be able to be flexible and available in non-core hours relative to assignments.
- A combination of working from home and working from the office is required.
- Must be willing to travel if necessary.
- The Project Coordinator is a unionized role with the Health Services and Support – Community Subsector Association of Bargaining Agents. The role is at Administrative Support Coordinator 6, Grid 41 benchmark with an hourly rate of \$35.95.

### **HOW TO APPLY**

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [careers@cmha.bc.ca](mailto:careers@cmha.bc.ca) by 5 p.m June 30, 2023. The subject line should mention " Project Coordinator, Recovery and Community Integration ". We regret that only short-listed candidates will be contacted to schedule an interview.

For more information about CMHA, BC Division, visit our website at [www.cmha.bc.ca](http://www.cmha.bc.ca).

## ABOUT US

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

***CMHA, BC Division is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.***

***We respectfully acknowledge xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), sə́ilwətaʔ (Tsleil-Waututh), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples on whose traditional, unceded lands the CMHA BC offices are located.***