



CAREER OPPORTUNITY

Project Manager

About the Community Action Initiative (CAI)

The Community Action Initiative (CAI) was created to support community-led projects that promote mental health, prevent substance use problems and promote effective treatment and support for individuals and families experiencing mental health and/or substance use challenges in BC. We take a localized, collaborative approach by creating networks and encouraging dialogue within and across sectors. Our goal is to bring together diverse community-based organizations to work to establish innovative, community-generated models for delivering mental health and/or substance use services in BC.

The CAI Leadership Council represents a coalition of non-government organizations (NGO), First Nations Health Authority, Metis Nation British Columbia and BC Association of Aboriginal Friendship Centres, provincial government bodies and other key stakeholders.

What you will be doing

Your primary role will be to support the implementation and management of a province-wide project. The project includes the implementation, management and administration of a \$4-million grants program in addition to supporting evaluation and knowledge exchange activities. The aim of the project is to support community-led opioid overdose response efforts across the province of British Columbia. This project is being delivered in partnership with the Ministry of Mental Health and Addictions Overdose Emergency Response Centre (OERC) as a part of the broader provincial effort. This position will require the successful candidate to work effectively with diverse stakeholders engaged in the response including NGO's, provincial government bodies and people with a lived experience and their families. This position reports directly to the CAI Secretariat Director.

This role requires you to:

- Be a skilled project manager, developing project plans to ensure the project achieves its goals and objectives
- Administer a \$4-million granting initiative to support the implementation of community-led overdose response in BC
- Manage a project budget and resources to ensure cost-effectiveness and program accountability
- Ensure reporting and accountability requirements of grants are met by grantees
- Be an effective communicator for successful project delivery
- Work collaboratively with diverse community groups across the province
- Support the CAI Research Analyst and OERC evaluators by coordinating and compiling project related qualitative and quantitative data for quality improvement and reporting
- Contribute and where appropriate, lead knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches
- Develop project reports, briefing notes and status updates
- Participate in committees and working groups
- Other duties as assigned

About you

You will have a Graduate degree in a relevant discipline (e.g. Public Health, Public Policy, Education, Social Work) and 2-3 years of project management experience and can demonstrate:

- Excellent project management skills including; project planning, resource and financial management, communication, risk management and problem solving
- Knowledge of the provincial substance use and addictions sector
- Knowledge of education, prevention and harm reduction approaches to address substance use issues
- Excellent interpersonal, written and verbal communication skills
- Excellent working knowledge of Word, PowerPoint and Excel
- Excellent time management and organization skills
- Ability to work collaboratively and effectively with diverse communities and stakeholders

Knowledge translation and/or government relations experience will be considered an asset.

Working conditions

- This position is located in downtown Vancouver. The salary range is between \$57,000-\$65,000 annually, and is based on a 37.5 hour work week. Most work is accomplished during usual business hours however; the successful candidate will need to maintain some flexible scheduling.
- This position is offered as a 9-month contract (December 2018 – August 30, 2019) with the opportunity for extension.
- Travel may be required.

HOW TO APPLY:

Applicants should submit a resume and cover letter outlining how they meet the specific requirements for this position. Please submit these documents in PDF format to human.resources@cmha.bc.ca by 5 p.m. on **November 8, 2018**. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.