



## The Public Health Association of BC is Hiring!

### Project Coordinator

Remote (BC)

1.0 FTE – Full Time (Temporary)

#### Overview

Reporting to the Director of Community Engagement & Food Systems and working with program managers/leads & other staff within the Public Health Association of BC (PHABC), and in partnership with CityHive and MeaningfulWork, the Project Coordinator is responsible for coordinating the day-to-day operations and logistics of the Rise Up! Strengthening Food Systems & Environmental Stewardship project funded by Canada Service Corp between April 3, 2023 to March 31, 2024.

#### Background

The [Public Health Association of BC](http://www.phabc.org) (PHABC) is a voluntary, non-profit charity (est. 1953) that promotes and protects public health by actively working to advance the development and implementation of healthy public policy, by encouraging and facilitating research that supports public health and cooperating regionally, nationally and internationally with partner organizations. Its national linkages enable the PHABC to participate in dialogue and action on matters of interest across Canada. The PHABC has a long track record of fiscal and administrative stability and considerable experience with community development, continuing education, initiatives addressing the determinants of health and project planning, implementation, assessment and evaluation. PHABC has partnered with the federal and provincial governments to carry out significant knowledge development and exchange projects.

#### About the Project

Rise Up! Strengthening Food Systems & Environmental Stewardship is a youth volunteerism engagement project across British Columbia for youth (ages 15-30). This project will help foster meaningful youth engagement opportunities through volunteerism in the food systems sector (e.g., K-12 schools, community gardens, food access organizations, etc.) so that youth can gain valuable skills and experiences, contribute to communities and promote civic engagement and inclusion. Through various placements, the program's objective is to increase access to meaningful volunteer service placements for youth that will help them gain essential life experiences. Furthermore, engagement of Indigenous and under-served youth is a priority of this project. This project will include four core elements in service placements which are: 1) learning; 2) concrete results for communities; 3) personal growth and; 4) lasting impact.

### Key Accountabilities/Responsibilities

- Coordinate project management activities including schedules, resources, and information sharing
- Act as the point of contact and communicate project status to all stakeholders
- Monitor project progress, create project reports for project managers, volunteer leads and other stakeholders
- Assist with scheduling, planning and organizing various aspects of the project so that team members are able to successfully stay on-task and on-schedule
- Schedule stakeholder meetings and facilitate communications between all stakeholders
- Coordinate various online (i.e., webinars) and in-person events (e.g., large gatherings or conferences)
- Manage project management documents such as the project plan, budget, schedule and other documents as directed
- Execute various administrative tasks (filing documents, taking minutes, reporting, budget updates, etc.)
- Support team members as needed

### Qualifications & Desired/Required Skills

- Experience working with youth and the social service sector
- Previous project coordination, event planning and management experience is an asset
- Demonstrated ability to foster cross-team collaboration and teamwork
- Ability work independently and as part of a team
- Excellent time management and project management skills
- Strong interpersonal skills
- Excellent communications (oral and verbal) and organizational skills
- Access to reliable high-speed internet is required

This is a **1.0 FTE position**, valued 40 hours per week at a rate of **\$28.61 per hour** and including three (3) week's paid vacation. The selected candidate will be offered an employment contract including extended health & dental benefits, sick/personal/birthday leave, a personal phone/internet allowance, and access to the association's group savings plan following a successful probationary period of ninety (90) days.

### To Apply

Please submit a resume, 3 references, and a cover letter detailing why you would be the ideal candidate for the position to **Richard Han, Director of Community Engagement & Food Systems** at [Richard.Han@phabc.org](mailto:Richard.Han@phabc.org) by **March 26, 2023**. Shortlisted candidates will be invited for an interview between March 28-30<sup>th</sup>, 2023. The anticipated start date is April 3, 2023. Please include *"Rise Up! Project Coordinator 2023 Application (Last Name, First Name)"* in your email subject line.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

*PHABC is an equal opportunity organization and all qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*