

RE-POST

Position Title: Project Coordinator

Tentative Start Date: As soon as possible

End Date: March 31, 2022

Location: Niagara region (virtual or office-based)

Position Type: Contract (salaried)

Hours: 37.5/week (Monday to Friday with occasional weekends and evenings)

Deadline to apply: Friday, January 1, 2021 at 4:30pm ET

Summary of Position

Reporting to the OUTniagara Board of Directors and working within an anti-oppression, anti-racism, equity and inclusion lens; the Project Coordinator will work closely alongside the Project Assistant and Regional Advisory Committee to launch, implement, and manage a new project, *Informed, Inclusive, Indivisible: Collectively Advancing 2SLGBTQ+ Equality in Niagara+*.

About the Project

The project's purpose is to strengthen the capacity and networks of OUTniagara in advancing equity by increasing access and awareness of barriers and challenges faced by 2SLGBTQIA+ people through the completion of a Community Strengths and Needs Assessment. Based on the outcome of the needs assessment, the project will help to build collective capacity through skills development; and building managerial capacity through governance, organizational and strategic planning.

Competencies Required

1. KNOWLEDGE

- Thorough knowledge and understanding of the 2SLGBTQIA+ community, current issues affecting our needs, lived experiences, and knowledge of programs, legislature and supports across the Niagara region.

2. EXPERIENCE

- Working with 2SLGBTQIA+ individuals and community partners.
- Building and sustaining community partnerships.
- Acting in a supervisory capacity.
- Working independently and as part of a team to ensure deadlines are met.
- Writing progress reports, providing meeting updates.
- Developing and implementing project work plans and budgets.
- Collaborating with partners and community stakeholders to develop and implement acceptable evaluation frameworks.

- Working with partners, advisory groups, and not-for-profit boards of directors.

3. SKILLS

- Consistently demonstrates responsibility and accountability in all work processes.
- Understanding of not-for-profit board governance models.
- Strong planning, time management and analytical skills.
- Ability to establish and maintain relationships with 2SLGBTQIA+ community, partners, and funders.
- Excellent communication and interpersonal skills demonstrated by phone, digital, social media and in person.
- Demonstrates initiative, responsibility, and enthusiasm.
- Effective attention to detail with a high degree of accuracy.
- High level of integrity, confidentiality, and accountability
- Strong skills in problem identification and problem resolution.
- Adheres to the organization's security and confidentiality policies and practices.
- Ability to collaborate and work with team members and project committee.
- Ability to multitask and adapt to changing conditions.
- Proficiency in Windows operation systems and applications including MS Office, accounting software, internet research and referencing, and computer network systems as they relate to project delivery.
- Project marketing.

4. RESPONSIBILITIES

- Develop, deliver, and manage day-to-day project responsibilities as outlined in the funding agreement and proposal.
- Work in collaboration with project consultants to identify relevant and best-practices approaches relevant to the project.
- Identify potential partners and actively support those partners in developing an inclusive environment for 2SLGBTQIA+ community members.
- Secure informal and formal local partnerships with organizations and service providers to ensure cost and logistical effectiveness.
- Work collaboratively with external program evaluation consultant to identify evaluation framework and to implement and complete evaluation matrix in alignment with the deliverables of the funding agreement.
- Complete program evaluations for use in OUTniagara reporting, including annual reports.
- Develop and make public presentations to promote OUTniagara and its project.
- Provide recommendations for consideration to Project Committee for program developments, improvements, implementation of work plans, evaluation frameworks.
- Ensure the project is on track to meeting project outcomes, timelines, and that evaluations are completed.
- Complete reporting requirements as required by funders.
- Assess project and collaboration with project assistant and project committee.

- Attend monthly board meetings to communicate progress of activities.
- Provide monthly narrative and analysis report of activities and progress.
- Work with the Project Assistant to coordinate logistics of in-person meetings including meeting space, catering, travel, accommodation needs, and honoraria.
- Upon direction, provide administrative support in the absence of the project assistant
- Communicating with funding project officer.
- Other duties as required that support the mission and goals of OUTniagara, the project and under the direction of the project committee.

Education and Experience

- Post-secondary degree or diploma in business management, marketing, equity studies, human rights, communications, fundraising, social services or another relevant field of study.
- Three (3) or more years of staff supervisory experience.
- Three (3) or more years of work experience in not-for-profit project management
- Three (3) or more years of work experience from any of the following areas: lived experience or allyship with the 2SLGBTQIA+ community within the Niagara region, partnership fostering, relationship management, equity, inclusion, diversity and/or social work-related fields.
- Understanding of mental health disparities faced by 2SLGBTQIA+ community.

Preferred Skill Sets

- Knowledge of various software and online accounting, project management, video conferencing and creative/marketing software such as Zoom, Slack, Canva, Adobe, MS Office, WordPress, Google Drive and social media platforms.
- Valid class G driver's license and access to insured and licensed vehicle.
- Bilingual with proficiency (written and verbal) in English and French.
- Ability to work both from a home office and at partner locations throughout the region as required.
- Current first-aid/CPR, mental health first aid and non-violent crisis intervention certifications.
- Naloxone training.
- Anti-oppression/anti-racism training.
- Group facilitation and presentation skills.
- Demonstrated ability to be flexible.
- Ability to think outside the box, creative.

Contract

Upon being hired for this position, the candidate will be subject to ongoing performance evaluation during the contract period and required to adhere to all policies and procedures of OUTniagara. All employees and board members of OUTniagara are expected to comply with guidelines of Niagara Public Health and the Province of Ontario.

Salary Range: \$52,000 - \$57,000 per annum

How to Apply: Please send cover letter and resume to info@outniagara.ca with the subject:
Application: Project Coordinator

All offers of employment are contingent upon receipt and acceptance of a Vulnerable Sector CPIC. Preference will be given to qualified candidates within the 2SLGBTQIA+ community and we encourage persons of other equity-seeking groups to apply.