



Job Posting No. 2024-10

**Position Title: Project Coordinator**

**Reports To:** Strategy Lead on Mental Health

**About the position, project and organization:**

The Project Coordinator's primary responsibility is to plan and coordinate one or more related programs and its activities within ActionDignity.

ActionDignity's mission is to collaborate with ethnocultural, racialized, and equity seeking groups to create transformational changes in communities and society. The approach is to catalyze collective impact by building the capacities of grassroots racialized community members to strengthen their communities and bring about systems change. This is achieved through a range of programs aimed to create change at multiple levels: individuals and families, communities, and policy advocacy for systems change. Currently, ActionDignity provides different programs relating to social inclusion and gender-based violence, mental health collaboration, workers' rights advocacy and public safety, using the intersectional lens of anti-racism.

We are looking for a Project Coordinator who will be responsible for implementing the **Youth WEAVE Project**. This project works in collaboration with partner organizations to enhance knowledge and skills of youth on mental health at the community and systems levels.

The Project Coordinator must be experienced in working with a diverse team in a collaborative model and have the passion to empower people to participate fully in civic activities, and advocate for policy change at the systems level.

This is a full-time position of 37.5 hours per week and requires flexible time commitment.

**Key responsibilities:**

Strategic

- Develop, implement and monitor annual workplan and budget
- Implement program evaluation activities
- Build relationships with various stakeholders

Community Development & Engagement



- Expand Action Dignity's outreach and network through in-person communication, community events, resource fairs.
- Scope out faith groups, racialized & ethnocultural groups, institutions, and build connections and enter them into Action Dignity's database.
- Facilitate and plan recruitment of 10+ new participants from ethnocultural communities per week for various events and activities.
- Support grassroots advocacy and participation in civic issues
- Provide mentorship and support to ethnocultural, racialized community organizations and groups for their community-led projects (or community action plans)
- Support the development of community-based participatory action research (CBPAR)
- Collaborate with other Coordinators to strengthen or expand on CCCs, community events, signature events and other similar initiatives.

#### Systems change and policy advocacy

- Coordinate with the Strategy Lead for Mental Health to execute systems change and policy advocacy strategies to advance ActionDignity's priority policy agendas i.e., mental health.
- Cultivate relationships with decision-makers, non-profit organizations, service providers and other equity seeking organizations.
- Monitor, assess, research, and respond/recommend actions to local, provincial, and federal policy developments and issues.

#### Administration and Supervision

- Compile regular reports, such as weekly, monthly, bi-weekly reports, event and expense reports.
- Develop program documents, toolkits and brochures for promotion and program development
- Represent ActionDignity at meetings, forums, events and collaboratives related to program
- Coordinate the supervision of team of brokers
- Participate in staff meetings and trainings
- Performs other duties as required

#### **Qualifications:**

##### Assets

- Experience and knowledge that demonstrates understanding of concepts and issues around mental health for youth



## Essentials

- Experience that demonstrates strong project coordination skills
- Bachelor's degree in community development, social work, social sciences or a relevant discipline. Master's Degree will be an asset.
- Strong interpersonal skills and demonstrated skills and ability to work effectively with diverse equity-seeking communities
- Solid foundational understanding of community development principles and practice, as well as community action planning and implementation
- Strong program management and facilitation skills and knowledge of theory of change framework
- Skilled communicator and have strong writing, analytical, and verbal communication skills
- Strategic thinker, problem solver, and can exercise good judgment
- Excellent team player and works well independently
- Strong organizational skills
- An understanding of and an interest in the issues affecting ethnocultural communities and diverse groups
- Open to work during occasional evenings and weekends

Kindly submit both the cover letter and resume specifying **Job Posting No. 2024-10** through any of the following channels:

- By email: [jobs@actiondignity.org](mailto:jobs@actiondignity.org)
- By fax: 403 262 8973
- By mail, please address to:  
Human Resources Department  
Action Dignity Society  
915 33 Street NE, Calgary, AB T2A 6T2

This post will remain open until **November 11, 2024**, or until we find a suitable candidate.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Thank you.

