



S.U.C.C.E.S.S.

## Program Coordinator

**Closing date:** May 23 2024

**URL:** <https://successbc.bamboohr.com/careers/553?source=aWQ9Mjg%3D>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

<b>Job Type:</b> Permanent Part-Time	<b>Job Number:</b> 13063
<b>Salary:</b> \$30.97 - \$33 Per hour	<b>Hours:</b> 21 hours per week
<b>Location:</b> Vancouver BC	

**Division:** Integrated Services for Newcomers

**Program:** Wellness & Active Communities- Health Education Projects

**Employment Type:** Permanent Part-Time (21 Hours Per Week)

**Reports To :** Program Director

### Job Summary:

The Project Coordinator is responsible for the engagement, development, and coordination of Health Education Projects. This includes coordinating and monitoring project activities and ensuring quality services are delivered in accordance with project objectives. This position also supervises the work of the project facilitators and project assistant, works closely with the Project Advisory Committee, and liaises with the project evaluator and community stakeholders.

### Key Duties and Responsibilities:

#### Project Coordination

- Coordinates and monitors service delivery and program implementation including development of curricula and resource materials in multiple languages as well as planning and organizing health awareness and education workshops for immigrant communities
- Maintains proper documentation and records
- Supervises staff to ensure effective project coordination and service delivery
- Prepares information for funder and agency reports
- Liaises with project evaluators to design and implement effective evaluation activities to measure Project outcomes and effectiveness
- Coordinates the dissemination of project knowledge and evaluation results



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- Monitors project expenditures in accordance with Project budget and deliverables
- Collaborates with the Program Director to develop budget, cashflows, and forecasts
- Ensures the Project adheres to the agency's Performance and Quality Improvement (PQI) standards
- Implements agency policies, processes, and directives in the delivery of the Project

### **Stakeholder Coordination**

- Convenes the Project Advisory Committee including organizing meeting logistics, engaging committee members, recruiting members to ensure a diverse representation, and facilitating communication
- Outreaches and gathers project advice and feedback from community partners and stakeholders including individuals and/or family members of individuals who are experiencing dementia, immigrants, and health and community organizations
- Liaises and coordinates with other healthcare stakeholders such as local health authorities to maximize project impact and minimize duplication of services

### **Team Management**

- Ensures close cooperation between staff for high quality service delivery
- Schedules, supports, and supervises staff by conducting staff training, arranging regular team meetings, and conducting performance appraisals
- Promotes a welcoming and inclusive work environment that attracts, develops, and retains top talent

### **Public Relations/Promotion/Marketing Activities**

- Establishes and maintains an effective working relationship with the funder and community partners
- Implements strategies on project marketing and client recruitment
- Promotes the Project to community stakeholders and target immigrant populations

### **Divisional Responsibilities**

- Keeps the Program Director informed of issues, concerns, and project needs
- Prepares quality reports, surveys, and proposals
- Assists in recruitment and selection of staff and implementation of agency policies and directives
- Participates in organizational/divisional meetings, events, and activities
- Other related duties as instructed by the Program Director

### **Education, Training and Experience:**

- Bachelor's degree in Social Sciences, Human Services, Community Health Services or related discipline
- Experience in project coordination, preferably for immigrant communities
- Experience working in a community health service environment preferred
- Experience working with diverse client population groups
- Knowledge and understanding of local health and community resources for diverse immigrant communities



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- Knowledge of diversity and inclusion in both service and work environments

### **Job Skills and Abilities:**

- Excellent program coordination skills
- Excellent service planning and monitoring skills
- Excellent budget monitoring skills
- Excellent project marketing and promotion skills
- Excellent written and oral communication skills
- Excellent computer skills in MS Office suite
- Excellent interpersonal and relationship management skills
- Ability to connect, engage, and build relationships with a wide range of community stakeholders and partners
- Ability to work independently and as a part of a team

### **Additional Information:**

- Criminal Record Check Required
- Able to travel to other service locations in Greater Vancouver
- Able to work on weekends and evenings as required

### **About S.U.C.C.E.S.S.:**

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the x̱m̱əθḵ̓əy̱əm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and Səḻílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.

At S.U.C.C.E.S.S., we take care of our communities and our people!

Our staff is the source of our success and we make it a priority to ensure work-life balance for our staff. We offer a range competitive and comprehensive benefit packages to ensure the well-being our staff. Subject to the type of employment, benefit packages may include:

- paid time off '*monthly wellness days*' (up to 12 days per year)
- additional agency holidays (2 additional statutory holidays)
- 3 weeks annual vacation (starting) and up to 6 weeks (maximum)
- company-funded pension (GRRSP)
- extended health & dental plan
- employee & family assistance programs
- access to wellness programs (such as subscription to *Headspace*) , and more



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S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

*Interested candidates please apply by 11:59pm May 23 2024 at*  
<https://successbc.bamboohr.com/careers/553?source=aWQ9Mjg%3D>

We appreciate all applications, only those selected for an interview will be contacted.