

Internal/External Full Time Term (September 2024-March 2026)

Project Coordinator

Position Title: Project Coordinator	Agency: Prince George & District Elizabeth Fry Society
	Employee Group: BCGEU- this position requires union membership
Current Location: Prince George	Salary Range Steps: \$29.17 – \$33.49 (collective agreement)
Current Hours per week: 35 hours	Position Status: Temporary Full Time Term Position (September 2024-March 2026)
Current Shift Schedule: 8:30 am – 4:00 pm Monday- Friday	Anticipated Start Date: ASAP

NATURE OF POSITION:

This exciting term position will work with a Project Manager to plan, implement, and oversee the day-to-day activities of a multi-faceted project aimed at supporting the overarching philosophical framework of the Elizabeth Fry Society. Working with the Project Manager duties will include developing desired outcomes from a work plan through program development, policies and procedure formulation, program evaluation and budget preparation, and group presentation. Tasks within the work plan include: develop fundraising strategy, on boarding and off boarding manual, facilitate with Program Manager staff feedback sessions, update agency branding material, develop recruitment tools such as video and print material. The program coordinator will assist with research on current trends and best practice examples within the non-profit sector.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- A minimum of a diploma in Human/Social Services or related field
- At least one (1) years’ recent related work experience, working within a feminist framework
- The ability to undergo a successful criminal record search and vulnerable sector search
- Strong cultural competency and socially inclusive practice.
- Demonstrated working knowledge of social services sector from a feminist perspective

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Coordinates project resources to execute project tasks effectively
- Excellent understanding of the dynamics of abuse and gender violence
- Participates in productive meetings
- Experience in developing programming from a predetermined work plan
- Work with project manager to monitor project progress, identify risks and issues, and with support of Manager implements mitigation strategies to keep project on track
- Foster strong relationships with internal teams, external partners, and community members involved in projects
- Work with project manager to communicate project goals, updates, and outcomes to stakeholders in a clear and timely manner
- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries.
- Excellent ability to utilize a variety of technical platforms and social media
- Excellent capacity to work independently with attention to detail and ability to focus on task at hand
- Provides updates on progress to Project Manager and Leadership team as required
- Strong group facilitation/presentation skills
- Excellent written and oral communication skills
- Seek appropriate and timely managerial supervision and debriefing
- Valid Class 5 BC Driver’s license and use of own vehicle

To apply for this position please submit your resume and cover letter to the information

Reply by email to: Shannon Smith shannon@pgefry.bc.ca or Fax to : 250-563-8765	Date Posted: September 19, 2024 Closing Date: October 3, 2024
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Diversity, equity and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. PG and District Elizabeth Fry Society encourages applications reflecting diversity of sexual orientation, gender identity or expression, racialization or ancestry, diverse abilities, political and religious beliefs, marital or family status, age and /or status as a First Nation, Metis, and Inuit or Indigenous person and any other equity seeking groups. We wish to reflect the richness of the diverse community of persons we serve.