



Job Opportunity Project Coordinator

ABOUT THE JOB

CMHA BC Division is looking for a Project Coordinator with excellent project management and organizational skills. The current project is to manage a province-wide grants program to increase funded substance use treatment and recovery bed-based services across BC. The role includes supporting the management and administration of approximately \$13M million in grants in addition to supporting training, evaluation and knowledge exchange activities. This position reports to the Director of Project Management Office.

The primary role of the Project Coordinator is to assist Project Management Office to manage CMHA BC projects. The role involves developing and managing project plans, schedules, tasks, budgets and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

DUTIES & RESPONSIBILITIES

- Manage grant program and contracts by reviewing for accuracy, ensuring payments are consistent with contract terms, tracking and reviewing the financial status of contracts to termination date.
- Support the application and adjudication process for dissemination of grant funding.
- Ongoing communication with grantees, and follow-up to ensure alignment with original grant application.
- Ensure reporting and accountability requirements of grants are met by grantees and trouble-shoot any issues that arise.
- Work with the online granting system to ensure that the granting and reporting system is updated to reflect the needs of the project.
- Monitor the project budget and resources to ensure cost-effectiveness and program accountability.
- Support the Director of Project Management Office, Community Grants Manager and program evaluators by coordinating and compiling project related qualitative and quantitative data for quality improvement, reporting and grant program sustainability.
- Produce standard project reports, briefing notes and status updates.
- Serve as key contact with government funders – Ministry of Mental Health and Addictions.
- Provide regular updates to the Director of Project Management Office, Community Grants Manager, and the CEO.
- Perform other duties and work on other projects as required.

QUALIFICATIONS

Education

- A Diploma in a relevant discipline (e.g. Public Health, Public Policy, Public Administration).
- Three to five years of project and/or grant management experience.
- An equivalent combination of education, training and experience may be considered.

Experience:

Knowledge, skills and abilities

- Experience in working with community grants and an understanding of the principles and practices of contract management.
- Excellent project management and organizational skills including; project planning to ensure the project achieves its goals and objectives, resource and financial management, and being an effective communicator for successful project delivery.
- Knowledge of risk management, along with resourcefulness and innovation to solve problems.
- Establishing and maintaining effective relationships and partnership with internal and external stakeholders.
- Familiarity with the mental health and substance use service delivery systems and approaches in BC.
- Familiarity with the substance use treatment sector in BC, and knowledge of harm reduction is an asset.
- Ability to assess and prioritize multiple tasks and demands.
- Sound knowledge of principles of health equity, mental health and wellness, and social determinants of health.
- Plain language writing and editing, and structural editing.
- Excellent interpersonal, written and verbal communication skills.
- Excellent working knowledge of Word, PowerPoint and Excel.

WORKING CONDITIONS:

Our office is located in downtown Vancouver close to Skytrain and other amenities. The usual work week is 37.5 hours a week, Monday – Friday. CMHA BC offers a competitive wage and benefits package, flexibility and work/life balance environment. The Project Coordinator is a unionized position under the Community Subsector Association Collective Agreement. The role is at Administrative Support Level 6, Grid 41.

HOW TO APPLY:

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5 p.m. August 21, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.