



Employment Opportunity: Street Degree Project Coordinator

Location: Halifax, NS

Salary Range: \$42,250.00

Employment Term: Contract January 2021 –March 31, 2022 (possibility of renewal), Full time hours (32.5 hours/ week)

Reports To: Direction 180 Program Manager

General Description:

The Street Degree Coordinator is responsible for the development, coordination and implementation of the street degree curricula outlined in the Health Canada PUDER project. The coordinator works in tandem with lead peers, evaluation consultant and outsourced partners to provide training and reports to the Program Manager of Directions 180. The hours offered are full-time Monday- Friday, 8:00 am-2:30 pm.

Key Responsibilities:

We are looking for an individual to perform the following duties:

- Adopts and modifies components of the Vancouver Coastal Health Street Degree Overdose Prevention training manual to meet the needs of our local context.
- Work in partnership with allied partners to develop culturally relevant, topic specific modules.
- Conducts best practice, research and literature reviews of information that is relevant to people who use substances in their local context
- Promote, recruit and schedule participants to attend the sessions
- Solicit feedback and encourage participants to complete training module evaluations
- Keep record of supplies and materials needed to deliver programs and advise Operations Coordinator when stock and supplies are needed
- Distribute and keep record of honoraria
- Keep Program Manager apprised of changes, barriers or gaps in program content and modify accordingly to meet the needs of the community
- Collect demographics, daily summary reports and keep up-to-date records of progress for the evaluation consultant
- Where applicable coach, support and foster skill development among peers to assume responsibilities in the delivery of program modules
- Collect data through pre-and-post surveys, questionnaires, and complete quarterly and annual reporting

Qualifications:

- Project management and coordination in a community based setting
- Knowledge and application of harm reduction and the social determinants of health
- Skilled in social marketing and media communications
- Experience in delivering educational workshops
- Non-judgemental, empathetic and compassionate approach to working with people who face multiple barriers accessing services due to substance use
- Detail-oriented with active time management, organizational, written, verbal, critical thinking and interpersonal skills.

- Attention to detail
- Knowledge and experience in evaluation and monitoring, knowledge translation and dissemination
- Knowledge and application of Microsoft Office Applications (PowerPoint, Excel, Word)
- Attention to detail and ability to meet reporting deadlines
- Ability to practice autonomy in decision making and promote consensus based decision making in group settings.
- Personal experience with substance use considered an asset

Application Deadline: January 20th, 2021 at 12 noon

Submit Resume to: hr@mymnfc.com

With the Subject: "Street Degree Project Coordinator"

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Direction 180 is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) – Direction 180 reserves the right to refuse all applications for employment. The MNF- D180 will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

Covid-19 potential impact- This position is requires the incumbent to work onsite as the program is deemed an essential service. There are current COVID -19 restrictions in place, use of PPE as well as social distancing for safety of staff and community.

*Only those applicants who are screened in for an interview will be contacted.