



EMPLOYMENT OPPORTUNITY: **Project Coordinator**

Position Scope

YWCA St. John's is committed to early intervention and prevention of violence and is seeking a **Project Coordinator** to facilitate a collaborative, community-based project which will identify and promote - through community based research, consultations, and community action - best practices related to anti-violence work among youth.

Duties & Deliverables

The successful applicant will be required to:

- Work closely with YWCA Staff and Board members, and to coordinate a project steering committee to guide the project
- Conduct community based research to identify best practices in anti-violence work with youth
- Develop a community action strategy in consultation with community and government stakeholders
- Collaborate with partners to implement the strategy in the community
- Work with minimum supervision, along with identified consultants, on needs assessment and ongoing project evaluation

Qualifications

The successful applicant must be an energetic and enthusiastic individual who has exemplary communication and interpersonal skills and a reputation for building positive working relationships within the organization. They will have the following qualifications:

- Completion of a minimum of a 4 year undergraduate degree in a related field or equivalent combination of education and experience
- Minimum 3 years of experience in front line service delivery with youth
- Significant experience in project management, community development, and group facilitation
- Ability to develop a work plan based on project deliverables a key asset
- Ability to articulate a vision for anti-violence work with youth

- Experience working as a community organizer/advocate on issues relevant to women and girls an asset
- Previous experience working in a non-profit settings and on anti-violence initiatives an asset
- Proven leadership, organizational and problem-solving skills

Terms & Conditions

- Flexible hours will be required; evening and weekend work may be required on occasion
- Only those candidates selected for an interview will be contacted
- Full terms and conditions will be discussed with those candidates invited to interview and confirmed with the successful applicant in their contract
- This is a contractual position, based on achieving the above noted duties and deliverables within an 18-month time frame at 35 hours per week; salary is \$45,000 per annum
- Apply by email only at info@ywcastjohns.ca, with cover letter clearly demonstrating relevant experience and skills; deadline for applications is 11:59 p.m., September 7, 2015