

Job Posting **Project Coordinator**

Roots Community Services Inc. (RootsCS) is partnering with LAMP Community Health Centre (LAMP CHC) and the Canadian Mental Health Association Peel Dufferin (CMHA Peel Dufferin) to design, develop and implement the Black Health and Social Services Hub (BHSS Hub) with and for the Black, African and Caribbean (BAC) communities in Peel Region. The BHSS Hub will provide primary health, mental health, addiction and social services programs that will holistically address the physical, mental, social and cultural needs of BAC communities, and seek to eliminate disparities and inequities. To achieve our goals, we are recruiting people who are passionate about delivering culturally relevant, responsive and affirming care that will inspire individuals to improve their wellbeing.

RootsCS is a multi-service charitable organization that provides culturally relevant programs and services to inspire residents in the Region of Peel, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities.

The Position

The Project Coordinator (PC) will deliver high-level operational and administrative support to the BHSS Hub Project Team and assist with functions related to the BHSS Hub Operational Teams. This role includes managing confidential communications within the executive office, supporting project activities, and coordinating internally with staff and volunteers, as well as externally with partner agencies. The PC is expected to work independently, exercising considerable judgment, tact, diplomacy, and discretion in all aspects of the position.

Reports to: Director, Community & Social Services
Term of Work: Full-time (35 hours a week)
Compensation: \$54,600 – \$63,700 annually plus benefits



Canadian Mental
Health Association
Mental health for all



**LAMP Community
Health Centre**

Collaborating towards the development of the Black Health & Social Services Hub Peel

Major Duties & Responsibilities

The major responsibilities for this role include but are not limited to the following:

- Schedule project meetings and maintain project calendar
- Develop/draft and manage project management artifacts, such as agendas, minutes, project charters, and project logs (action, issue, risk, decision)
- Ensure all documentation follows standards, is version controlled and loaded onto central project sites
- Follow up on team member commitments/action items and proactively identify risks
- Support team and team members to achieve success
- Foster a collaborative team environment and promote teamwork
- Perform other project-related duties as assigned by the project administrator or senior management.

Qualifications & Other Requirements

- Diploma or degree in Administrative Studies, Business Administration or equivalent education, training and experience
- 1-2 years of experience in a project coordinator position or related role (e.g. project assistant, coordinator or administrator)
- Demonstrated understanding of administrative processes and procedures
- Excellent communication skills, both oral and written
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Solid interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and clients
- Must demonstrate initiative, diplomacy and tact
- Ability to exercise judgment in prioritizing workload
- Ability to maintain a high level of confidentiality and decisiveness while working under the pressure of constantly changing priorities
- Technically savvy with excellent Microsoft 365 and Google Workplace skills
- Ability to work effectively and professionally, both independently and within a team environment
- Understanding of the social service sector in the Greater Toronto Area, especially the Region of Peel
- Knowledge of diversity, equity and inclusive practices
- Knowledge of the impact of anti-racism, anti-oppression and systemic discrimination on racialized and marginalized communities
- Have a clean and valid Vulnerable Sector Check.

Please forward your application with a cover letter addressed to the HR Manager by email to careers@rootscs.org no later than September 20, 2024, with the subject line BHSS Hub Project Coordinator. Please note that we will be reviewing applications as they are submitted until the position is filled. We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.