

POSITION TITLE:

Project Coordinator

JOB DESCRIPTION:

Project Coordinator - 5th Generation Network of Fort Saskatchewan

REPORTING TO:

Executive Director at Fort Saskatchewan Families First Society

OVERVIEW: The 5th Generation Network of Fort Saskatchewan is hiring a part-time contract position of Project Coordinator to coordinate the Family Community Safety Program grant.

DESCRIPTION:

The successful candidate will oversee the coordination of the project work with partner agencies Fort Saskatchewan Families First Society, Boys & Girls Club of Fort Saskatchewan, Fort Saskatchewan Restorative Justice Program, City of Fort Saskatchewan Family and Community Support Services, and M.A.P.S Alberta Capital Region. S/He will work 20 hours per week.

DUTIES and RESPONSIBILITIES:

- Overall coordination of project
- Act as main contact for partner agencies involved in 5th Generation Network
- Monitor project activities and assist with proper progression for meeting deadlines within the project's work plan
- Assist partner agencies on promotion of programs and recruitment of program staff as needed
- Represent 5th Generation Network at Building Bridges and other meetings as necessary
- Possible facilitation within programs, ie: Dadurday, Parenting Together
- Coordinate collection of data
- Work closely with project evaluator
- Assist with reporting requirements
- Participate in Families First Society's training and professional development as applicable

QUALIFICATIONS:

- Ability to coordinate and organize multiple, varying project components with competing timelines
- Strong interpersonal, communication, and organizational skills
- Experience with evaluation, data collection, frameworks and logic models is an asset
- Ability to develop and maintain positive and professional relationships with support networks, outside agencies and community resources
- Proficient in Microsoft Office and other basic computer skills (MS Excel/Word, email, internet)
- Valid driver's license and reliable vehicle
- Must provide criminal record and intervention record checks
- Willingness to embrace the culture and values of Families First Society