

Project Coordinator

Drawing on their experience working with aboriginal women and families in the area of violence awareness and prevention, as well as, an understanding of Indigenous issues and culture, the Project Coordinator will work with the Newfoundland Aboriginal Women's Network's Board of Directors, Project Manager, members of staff and volunteer facilitators to provide culturally-based, violence awareness and prevention workshops across the island portion of Newfoundland and Labrador. Year one of the project will target aboriginal women and youth and year two will see the development of a pilot project targeting aboriginal men in a culturally-based, train the trainer program, allowing them to work in the community in the areas of leadership development, violence awareness and prevention.

Term of Employment: Two Years

Advertised until April 16, 2010

Salary: \$ 24.00 per hour/35

Anticipated start date: Immediately

Location: Stephenville, NL

Languages: Speak English, Read English, Write English

Skill Requirements:

Education: Post Secondary and demonstrated record of success working in non-profit sector in Project Coordination or combination of education and experience working with aboriginal people.

Work Conditions and Physical Capabilities: Ability to work in a fast-paced office environment, under pressure and with tight deadlines. Attention to detail necessary and ability to work independently and within a group essential.

Transportation/Travel Information: Drivers License and own vehicle necessary. Extensive travel required within Central and Western NL

Essential Skills: Excellent oral communication skills, experience with all Microsoft products including publisher and database development. Demonstrated experience in culturally-based workshop facilitation and development of training modules is essential.

Security and Safety: Current Certificate of Conduct

Other information: Aboriginal Candidates preferred however all applications will be reviewed. Further information on this position is available via NAWN's website at www.nawn-nf.com

Leadership/Management

- Leadership experience, especially with community-based organizations.
- Strong knowledge of the Aboriginal customs and traditions with respect to Talking Circles, Healing Circles and the Medicine Wheel concept of health.
- Excellent Project Management skills – detail-oriented, extremely organized and able to prioritize and effectively manage multiple activities and schedules.
- A track record of achieving measurable results.
- Demonstrated ability to meet strict deadlines under intense time constraints.
- Strong analytical thinking and problem-solving ability.
- Entrepreneurial self-starter, creative, hard-working, and demonstrates a positive attitude and strong ethical fiber.
- Ability to work well independently and collaboratively in a team setting.

Communication

- Excellent verbal and written communication skills – able to communicate with multiple audiences including aboriginal women, men, youth, RCMP and other community partners.
- Strong demonstrated, public speaking skills – ability to speak effectively and persuasively.
- Demonstrated ability to work effectively with volunteers, facilitators and trainers.

Primary Responsibilities

Working with the Project Manager, Regional Coordinators, Elders, Aboriginal Youth Liaison Coordinator, Communications Officer, and facilitators, the Project Coordinator will oversee the development and implementation of the following project components:

- Continued development of an early violence prevention plan; deliverance of community workshops focusing on the topics of crime prevention and awareness.
- Working with local facilitators, the Project Coordinator will prepare and schedule workshops in targeted communities.
- Development of public awareness and education; through on-going implementation of workshops to specific target groups.
- Investigate possible funding partnerships when necessary.
- Maintain and strengthen partnerships with local stakeholders and agencies to ensure success of project.
- Providing healing programs; Incorporation of cultural values and traditional teachings in a culturally sensitive way.
- Providing violence prevention training for community members and service providers.
- Developing early violence prevention programs aimed at Aboriginal children and youth, families, women, & Elders.
- Developing anti-violence awareness and educational materials such as posters, pamphlets or advertisements.
- Developing anti-violence training and materials.
- Attending policy and program consultations on anti-violence work; through partnerships with local stakeholders.
- Developing and delivering cultural and other wellness programs and activities that support violence prevention.
- Developing community capacity and leadership to prevent violence.

- Developing cultural wellness.
- Developing better health outcomes for Aboriginal women and families.
- Development of a cultural sensitivity workshop in year two of project.
- Development and implementation of a pilot project, train the trainer program for aboriginal men around the issue of violence awareness and prevention in local communities

Reporting and Administration

- Diligently maintain cash flows, follow financial regulations and ensure timely payments to facilitators, and other providers.
- Throughout the entire project the Project Coordinator will ensure that the project meets its objectives, outputs, outcomes, success indicators and evaluation requirements on time and within budget using the logic model template provided.
- Assist Project Manager in the preparation of quarterly, interim, and final financial and activity reports.

