

Project Coordinator

NEVR is a nonprofit whose mission is to work towards the elimination of relationship violence. We work with over 200 members from 100 different cross-sectoral organizations.

Detailed Overview

Supporting the Vision, purpose and project plan of NEVR including service delivery that centres culturally safe practices through a feminist lens. The work is mainly on-line and requires access to computer and basic Microsoft applications.

Working in close collaboration with the Executive Director, Project Partners, Directors and Stakeholders, coordinates and facilitates implementation of the project. Acts as facilitator and communication link among various stakeholder groups to ensure initiatives are advancing as set out in project work plans. Coordinates information flow among the teams/members by obtaining input from stakeholders re: project scope, proposed methodology and deliverables; conducts background literature research for project based on evidence-based and best practices for use by project team; summarizes and presents information findings; develops recommendations to stakeholders based on research findings and evaluation of processes, methodologies and outcomes. Assists with the development of plans and strategies; coordinates implementation processes among required teams and stakeholders to ensure successful implementation. This is a part-time position, 21 hours per week for xx weeks. It may be extended based on funding.

Responsibilities

- Facilitates and coordinates project support to the Executive Director, Project Partners, Directors and Stakeholders on assigned projects and initiatives.
- Collaborates with appropriate team members to obtain input in developing project scope, methodology and deliverables.
- Collaborates with internal and external stakeholders such as Moving Forward and Vancouver & Lower Mainland Multicultural Family Support Services Society as required/appropriate to gather, clarify or share information.
- Develops information-gathering criteria and conducts literature reviews from a variety of sources related to evidence-based and best-practice methodologies appropriate to variety of projects/initiatives.
- Utilizing relevant literature, key metrics and best-practice outcomes and processes, evaluates and summarizes information findings; prepares summary reports and briefing notes to document and present data and information; develops conclusions and recommendations for presentation to Executive Director and appropriate stakeholders to support development of project scope and outcomes.
- Collaborates with the Executive Director, and project team(s) to obtain input regarding project scope and deliverables; develops project timeframes and required actions for review and approval. Serves as communication link for required information, processes and timelines to team members to facilitate project advancement through all stages.
- Maintain knowledge of the project schedule(s), deliverables and commitments as set out in project grant and other work plans.

- Coordinate information flow related to the project(s); with/among teams; communicate directly with Executive Director, teams and stakeholders; assists in strategy development.
- Provide project coordination, administration, and logistical support for all Project support deliverables.
- Research and create content for online e-learning toolkits, posters, information sheets and website.
- Prepare post-event summary reports and quarterly reports that demonstrate how all contract requirements have been fulfilled.
- Participates in any other activities as needed and assigned

Qualifications

Education and Experience-

- Diploma in related field and two (2) years' recent related project coordinator experience in the community or non-profit sector, preferably in the anti-violence sector
- Or an equivalent combination of education, training and experience.

Skills and Abilities

- Able to Lead Self, Engage Others, Achieve Results, Develop Coalitions and support Systems Transformation.
- Proven experience in multifaceted project coordination.
- Highly motivated with the initiative and leadership ability required to achieve key program deliverables through quality work that has impact and strengthens service provision.
- Superb written and verbal communication skills with ability to write, proofread and edit reports, minutes, communication materials, proposals, and funder reports.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- Skilled in virtual event and meeting convening and facilitation including working with Zoom and webinar platforms.
- Excellent active listening, interpersonal and communication skills.
- Ability to organize, prioritize, synthesize, and adapt information for dissemination to various audiences.

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- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- Ability to conduct scoping literature reviews

Network to Eliminate Violence in Relationships

www.kpu.ca/NEVR Please email CV to Balbir Gurm, nevr@kpu.ca or call for further information- 778-322-2570