

# Job Opportunity

## Project Lead, Community Action Team

### About Community Action Initiative (CAI)

CAI supports community-led projects addressing mental health and substance use challenges across BC through Community Action Teams (CATs). CAI funds and trains community organizations to implement innovative services aligned with BC's *Pathway to Hope*.

### About Sunshine Coast Community Action Team

The Sunshine Coast Community Action Team (CAT) unites community members and service providers, including first responders, non-profits, health authorities, local government, families, and individuals with lived experience. Our mission is to address the toxic drug crisis through community collaboration.

### About Sunshine Coast Community CAT Steering Committee

The Peer Coordinator will report to the Project Lead and the CAT Steering Committee, comprised of members from seven participating organizations on the Lower Sunshine Coast. Together, they support directional decisions and oversee the CAT and its operations.

**Steering Committee Member Representatives:** Pender Harbour Health, Sunshine Coast Community Services, District of Sechelt, Town of Gibsons, Vancouver Coastal Health, i2iPeer Support, RainCity Housing and the Sunshine Coast Resource Centre.

**Job Title:** Project Lead for the Sunshine Coast CAT

**Reports to:** Sunshine Coast Community CAT Steering Committee

**Location:** Flexible within the Lower Sunshine Coast

**Hours:** Part Time (up to 25 hours per week) Hours variable; some evenings and weekends are required

**Pay Rate:** \$32.00 per hour

**Timeline:** December 2024 - October 2025

### Job Summary

The Project Lead will work with an interdisciplinary team to manage CAT initiatives, meetings, and collaborative projects. This role involves developing strategies, supporting evaluation processes, and building partnerships with community stakeholders, including those with lived and living experience (PWLLE). The Project Lead will also supervise the Peer Coordinator, ensuring alignment with project goals and supporting their development. The Project Lead will also prepare and submit monthly reports to the CAT Steering Committee.



## Key Duties and Responsibilities

### Committee Coordination:

Schedule, prepare for, and facilitate monthly CAT meetings and working groups, including managing invites, agendas, minutes, and member lists.

Submit a report to CAT Steering Committee prior to the monthly meeting

Identify and onboard new partners as needed to strengthen initiatives.

### Community Engagement and Support:

Build and maintain effective relationships with community partners and PWLLE.

Develop and sustain a peer network on the Sunshine Coast and provide support structures for PWLLE and Indigenous members to ensure inclusion and engagement.

### Project Management and Reporting:

Ensure CAT projects align with objectives and report progress to funders and the CAT Leadership Team.

Address project risks or delays and assist in promotion efforts, including social media and public communications on overdose response.

### Initiative Development:

Support and implement CAT projects based on grant requirements in collaboration with the CAT Leadership Team

## Qualifications and Experience

### Experience:

Project coordination, community development, PWLLE engagement, substance use services, and facilitation experience are assets.

### Skills:

Knowledge of overdose prevention, harm reduction, and trauma-informed care.

Strong communication and organizational skills; ability to work in dynamic environments.

Compassionate and culturally safe approach to working with diverse populations.

Familiarity with CATs and connections in the Sunshine Coast community (an asset).

### Requirements:

Access to a computer, cell phone, and vehicle for travel within the Sunshine Coast. A Criminal Record Check is Required. People with Lived or Living Experience are encouraged to apply.

## How to Apply

Please outline how you meet the specific requirements for this position and submit your resume and cover letter to [hayley@resourcecentre.ca](mailto:hayley@resourcecentre.ca) by 5pm on November 21st, 2024

