

**Nanaimo Community Action Team  
Project Facilitator: Contract Opportunity**

The Nanaimo Overdose Community Action Team (CAT) project facilitator will support the Nanaimo Overdose CAT to achieve their strategic priorities by providing coordination and administrative services.

**About Community Action Teams:**

On December 1, 2017 the Ministry of Mental Health and Addictions launched an Overdose Emergency Response Centre (OERC). The goal of the OERC is to spearhead urgent action at the community level to prevent further deaths and to support people using substances and people struggling with addiction to access supports, treatment and recovery services where appropriate. Community Action Teams (CATs) facilitate collaboration, discussion and decision-making related to the overdose response. The Nanaimo CAT will coordinate and communicate local strategies in order to provide a robust response to the needs of those most at risk for overdose.

**Project Timeline:**

October 2018 – August 2019

**Project Budget:**

Maximum contract value \$30,000.

**Responsibilities and Deliverables:**

<b>Responsibilities</b>	<b>Deliverables</b>
Attend and facilitate monthly Nanaimo Community Action Team Meetings and other community meetings	Prepare meeting materials, draft agenda
Develop a work plan for Community Action Team projects	Annual work plan
Define recommendations and strategies to outreach initiatives	Draft report summarizing recommendations for enhanced collaboration and coordination
Identify additional funding for the implementation of opioid overdose related projects by writing/submitting the submission of grant proposals	Grant Proposals
Develop quarterly update reports	Narrative reports

Coordinate events and activities defined by the CAT work plan, including outreach and innovation funding initiatives	Monthly reporting on plan implementation and progress
Develop status reports for the work plan and individual projects	Status reports
Along with the Lead Financial Agency, track and report on CAT budget	Budget report

**Other responsibilities as needed:**

- Maintain and facilitate new partnerships
- Prepare and distribute public relations and marketing materials to various stakeholders and groups as needed
- Support the attendance and participation of people with lived/living experience in Community Action Team activities
- Assist in the promotion of overdose information by developing and presenting news releases, displaying and social media pages
- Ensure all projects are on track and achieving outcomes planned – where there are delays/risks – ensuring those are raised to the Community Action Team in a timely manner

**Skills and Abilities:**

- Knowledge working with diverse populations and multiple stakeholders including people with lived and living experience with substance use;
- Demonstrated understanding and skills in cultural safety and humility and trauma informed perspectives;
- Conduct research and environmental scans;
- Working knowledge of project management methodology and/or project planning. Experience managing projects and delivering projects on time and within budget;
- Working knowledge of program evaluation methodologies;
- Working experience in facilitating multi-stakeholder collaborative initiatives;
- Working experience writing and submitting grant proposals;
- Demonstrated ability to communicate effectively, both verbally and in writing;
- Demonstrated ability to plan, organize, and prioritize work and multi-task in an environment subject to changing deadlines and interruptions; and

**Qualifications:**

- Master's degree in Public Health, Applied/Social Science or related field, or equivalent of education and experience;
- Five (5) years of recent related experience in project management, community development and engagement, population health, community capacity building, program evaluation, facilitation of integrated approaches to community health and well-being, or an equivalent combination of education, training and experience; and
- Current valid BC Driver's License and access to a personal vehicle for work purposes.

**How to Apply:**

Please send the following documents:

- Cover letter outlining how you qualify, your proposed fee schedule, vision for undertaking this work and availabilities
  - Three references (one of which must be a supervisor)
  - Resume (maximum of two pages)
  - Example of a piece of writing
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- As this is an independent contract position, the incumbent must have access to computer, laptop, printer, fax machine and any other equipment and office supplies required to carry out the functions of the contract.
  - Must have and maintain any insurance, permits and licenses that may be required by law

**Reporting to: Community Action Team Co-Chairs**

**Applications directed to: [John.Horn@nanaimo.ca](mailto:John.Horn@nanaimo.ca)**

**Applications will be received until 4pm on October 12, 2018 and only applicants selected for an interview will be contacted.**