

**External Job Posting:**

**Program Project Coordinator**

**AGENCY OVERVIEW:**

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

**POSITION OVERVIEW:**

The Program Project Coordinator will act as lead for the development and implementation of a new combined budgeting and mental health workshop series.

**RESPONSIBILITIES:**

- Coordinate project development from initiation to conclusion
- Develop a detailed project plan to monitor and track progress within allocated timelines
- Resolve any issues and solve problems throughout project life cycle
- Establish and maintain relationships with contributors both internal and external
- Research best practices and content for program
- Measure project performance using appropriate tools and techniques
- Create material for program based on learnings (presentation material, handouts, etc.)
- All other tasks as required
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)

**REQUIRED CREDENTIALS:**

- College Diploma or University Degree in a relevant field
- Training and experience in Project Management, PMP designation preferred
- At least three years of relevant work experience (Project Management, Marketing, etc.)
- Strong computer skills (particularly with Excel, statistics, performance measures, content development programs i.e. PowerPoint and Publisher)
- Familiarity with Design Thinking model
- Outstanding relationship-building/people skills
- Strong research, analytical, and coordination skills
- Results-oriented – solid record of delivering on objectives
- Quick learner
- Highly motivated and positive; able to motivate others
- Knowledge of personal finance and debt related issues would be considered an asset
- A passion for working with people in a respectful and non-judgemental manner
- Confident public speaking skills
- Ability to take initiative and work independently

**HOW TO APPLY:**

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: [hr@carizon.ca](mailto:hr@carizon.ca), quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

*\*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<p><b><u>SALARY:</u></b> Salary Grade 6</p>	<p><b><u>STATUS:</u></b> Contract full-time</p>	<p><b><u>COMPETITION NUMBER:</u></b> 48-18 (NUC-46)</p>
<p><b><u>LOCATION:</u></b> Kitchener/Waterloo</p>	<p><b><u>HOURS OF WORK:</u></b> 35 hours/week</p>	<p><b><u>POSTING PERIOD:</u></b> September 26-October 9, 2018</p>
<p><b><u>EMPLOYEE GROUP:</u></b> Non- Union</p>	<p><b><u>SCHEDULE:</u></b> TBD</p>	<p><b><u>START DATE:</u></b> TBD</p>