



## HALTON BLACK VOICES - LEADERSHIP CIRCLE

### Project Coordinator, Building Resilient Communities

MARCH 2024

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**Project Coordinator, Building Resilient Communities • Full Time • Contract • Hybrid**

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#### Position Description

Reporting to the Project Manager, the Coordinator is responsible for co-leading the design and delivery of projects aimed at sustainable development and enhancing the future resilience of Halton Black Voices. The Project Coordinator is a dynamic leader, a bold communicator, a strong community organizer, a subject matter expert, and a social justice advocate for equity, liberation, and anti-Black racism.

The position is crucial in supporting the Project Manager by managing administrative tasks and ensuring comprehensive project documentation. It involves coordinating professional development sessions for staff and volunteers, creating a welcoming environment through a streamlined onboarding process for new members, and organizing training workshops by arranging facilitators and sessions. The role also includes supporting the development and enhancement of governance policies, organizing meetings, preparing materials, and ensuring effective communication among stakeholders.

Additionally, the Project Coordinator monitors project progress, promptly reports any issues to the Project Manager and/or Project Director, and maintains detailed documentation for efficient tracking and reporting.

#### Specific Roles + Responsibilities

*The Project Coordinator, Building Resilient Communities is responsible for:*

- Assists the project manager with administrative duties and thorough documentation of project activities.
- Organizes professional development sessions for staff and volunteers, fostering skill and knowledge enhancement.
- Streamlines the onboarding process for new volunteers, prioritizing a welcoming and inclusive experience.
- Plans and coordinates training workshops, including scheduling facilitators and sessions.
- Supports the development and implementation of governance policies and procedures to ensure organizational compliance.
- Organizes meetings, prepares materials, and ensures effective communication among project stakeholders.
- Monitors project progress, reports any challenges to the project manager, and contributes to problem-solving.
- Maintains comprehensive project documentation for efficient tracking and reporting, ensuring project transparency and accountability.

#### Ideal Candidate Profile

*Highlighted by key experiences, skills, abilities and contributions, the ideal candidate is a(n):*

- Demonstrated experience in project coordination or a similar role, preferably within a non-profit or community development context.
  - Excellent organizational skills and the ability to manage multiple tasks simultaneously.
  - Strong communication and interpersonal skills, with a focus on teamwork and collaboration.
  - A commitment to fostering an inclusive and supportive work environment.
  - Proficiency in standard office software and project management tools.
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#### Submit CV

Thank you for your consideration of this opportunity. To apply for this position, kindly email your CV and cover letter in PDF format to [info@haltonblackvoices.ca](mailto:info@haltonblackvoices.ca), with the subject line of Re: Project Coordinator - Your Name - CV. Please note accommodation is available upon request for applicants with disabilities in the recruitment and assessment process.