



African Diaspora Association of the Maritimes
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JOB OPPORTUNITY

The African Diaspora Association of the Maritimes is inviting suitably qualified candidates to fill the position of **Project Coordinator- Mental Health Equity Pilot Program (PM-MHEPP)** with ADAM.

Job Type:

Full-time (8-Months contract)

Job Purpose

In collaboration with the Chair, Project Administrator and staff of ADAM, the Project Coordinator - MHEPP will design, implement, monitor, evaluate and report on the implementation of the *Community-Based Peer Mentorship Group for Families Experiencing Negative Effects of Mental Health* and ensure its success as per the respective GOC agreement and with an aim to expand the program to future years.

Nature & Scope of Position

The Project Coordinator - Mental Health Equity Pilot Program PM-MHEPP will be responsible for creating a comprehensive approach to addressing mental health facing Black Canadians in the Maritimes. Through, formulation, development, implementation, and evaluation of the deliveries as per the client requirements as specified in the contract or Statement of Work (SOW) the project coordinator will be responsible for managing contractual activities and schedule and ensuring the success of the MHEPP through the creation of meaningful and tangible partnerships, the broadening of understanding regarding the challenges facing Black families and communities in the region and through the developing of solutions to promote access, agency and culturally appropriate approaches to mental health programing.

The project coordinator will also be responsible for developing and maintaining client relationships and partnerships, while ensuring opportunities for collaboration and research are maximized through the lifespan of the client contract engagement.

Minimum Required Qualifications:

- BSc in health, development studies or related field or relevant experience.
- Project Management Professional (PMP) certification preferred
- Minimum 5-10 years of project management experience with at least 3 years in community engagement.
- Must possess strong background in project and customer management.
- A valid driver's license.
- A reliable vehicle.



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Required Competencies:

- Proven history in successfully managing multiple projects using formal project management methodology.
- High organizational and tracking skills.
- Strong ability to communicate at all levels (staff, executive suite and external stakeholders).
- Strong research and report writing skills.
- Strong verbal and written communication skills.
- Strong facilitation and workshop skills.
- Strong interpersonal skills.
- Strong analytic and problem-solving skills.
- Excellent community engagement skills.
- Excellent time management skills
- Excellent planning and organizing skills.
- Healthcare experience a plus.

Technical

- Sound knowledge of general business and office management procedures.
- Knowledge of Mental Health First Aid Canada procedures
- Strong knowledge of Microsoft products, Microsoft Office Suite and Mac Operations
- Information Technology experience a plus.
- Excellent knowledge in Project Planning and Implementation
- Professionalism in being able to work with confidential information
- Excellent research, interpretation and evaluation skills.
- Excellent report writing skills.

Other Considerations

- Must be willing to travel to client sites in the Maritimes required up to 25%.
- May be required to work long hours, on weekends and on public holidays.

Essential Duties and Responsibilities

- Oversee the planning and implementation of deliverables as defined by the SOW.
- Coordinate all related work effort necessary to ensure successful implementation within required time frame.
- Conduct research and analysis on assigned projects, including gathering client requirements, and defining functional requirements to fulfill contract obligations.
- Develop and manage well-structured project plan and Statements of Work, as well as manage project risk, issues, scope, timelines.
- Maintain project plan and various project documents; update documents regularly and communicate updates to the client and respective stakeholder parties.
- Track key project milestones and in conjunction with ADAM Chair and Project Administrator adjust project plans and/or resources as needed to meet the needs of the client.



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- Effectively communicate with the client and internal team members related to project timelines, milestones, and issues; and setting expectations across all stakeholders.
- Schedule and facilitate meetings with the client community partners and groups while exercising discretion and independent judgment with respect to matters of significance.
- Document process and procedures pertaining to client implementation.
- Collaborate with Chair and PA for detailed design and development of contract specific customizations.
- Monitor, evaluate, and report all identified and requested metrics to meet grant demands.
- Provide ongoing support for assigned projects, interacting regularly with the client to address issues, provide status updates, communicate needs, and ensure contract compliance and complete customer satisfaction.
- Provide feedback (requirements, shortcomings, enhancements, fixes, etc.) to respective operations and project teams.
- Ensure full compliance with ADAM, Granting agency and government policies and procedures.
- Support further development efforts, including proposal development, demonstrations, and/or serve as a subject matter expert as needed.
- Acquire detailed knowledge of the Promoting Health Equity Grant.
- Exercise independent judgment in developing methods, techniques and criteria for achieving objectives.
- Formally and informally develop and deliver presentations.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Utilize sound judgment and problem-solving skills to anticipate and analyze client needs and to recommend the proper course of action.
- Any other duties and responsibilities as assigned

Position Package

- 30 hours a week
- Annual Salary \$36,000 plus benefits

Closing date for applications TBD

Applications accompanied by resume should be submitted no later than **date TBD, 2019** to:

Board Chair
African Diaspora Association of the Maritimes
Suite 201 - 3200 Kempt Road
Halifax, Nova Scotia B3K 4X1

Please note that we thank all applicants for responding, but only short-listed applicants will be contacted.