

Job Posting: Port Alberni Community Action Team (CAT) Coordinator

Location: Port Alberni, BC

Hours: 25 hours per week

Compensation: \$40 per hour (Contract Position)

Are you passionate about community engagement and harm reduction? The Port Alberni Community Action Team (CAT) is looking for a Coordinator to support our efforts in addressing the overdose crisis. This is a contractor role, requiring a proactive and organized individual to coordinate meetings, support action groups, and foster meaningful connections within the community.

Key Responsibilities:

- Organize and facilitate monthly CAT meetings, manage Zoom calls, and ensure clear communication among members.
- Build and maintain strong relationships with community stakeholders, health professionals, and individuals with lived experience.
- Develop agendas, meeting minutes, and presentations to support CAT initiatives.
- Assist with outreach, event planning, and funding initiatives.
- Promote harm reduction strategies and support initiatives aimed at reducing toxic drug poisonings.

Required Skills & Competencies:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication and networking skills, with a focus on community engagement.
- Ability to work independently, manage priorities, and meet deadlines.
- Experience working with diverse groups, including peers and health professionals.
- Ability to support community programs in the social service sector.
- Strong relationship-building skills with Nuu-chah-nulth communities and stakeholders.
- Commitment to cultural awareness and incorporating Indigenous ways of knowing into service delivery.
- Willingness to engage in continuous learning to enhance understanding of local Indigenous values and perspectives.

Qualifications & Attributes:

- Experience in social services, community development, or a related field.
- A strong commitment to learning and integrating Nuu-chah-nulth values into your work.
- Experience working with Indigenous communities or a demonstrated willingness to learn.
- Strong collaboration and relationship-building skills.
- Ability to navigate cultural differences with humility and respect.
- An undergraduate degree in a health or human services-related discipline, or an equivalent combination of work and personal experience.

Contract Details:

- Compensation: \$40 per hour, 25 hours per week on a year to year term
- This is a contracted position; the successful candidate will be responsible for submitting their own CPP, income tax, GST remittance and WCB coverage. The coordinator is also responsible for providing their own equipment necessary for the responsibilities of the position.

Join us in making a meaningful impact in Port Alberni! If you're passionate about harm reduction, community-driven initiatives, and fostering connections, we'd love to hear from you.

To Apply: Please submit your resume and a brief cover letter outlining your relevant experience and interest in the role to ptalbcats@gmail.com