

Port Alberni Community Action Team (PA CAT)

Community Action Team (CAT) Coordinator – Job Description

Posting Date: December 2025

Application Deadline: Applications must be received by **midnight on January 5, 2026**

Submit Applications To: Nina Kossenko and Cherilyn Bray, Co-Chairs

Email: cochairs@ptalbcat.org

General Description

The Port Alberni Community Action Team (PA CAT) is seeking a skilled, organized, and community-oriented CAT Coordinator. The successful candidate will demonstrate strong administrative capacity, relationship-building skills, and a commitment to addressing the overdose crisis through evidence-based, community-driven action.

Strong Microsoft Office skills are essential, including proficiency in Word, Excel, and PowerPoint. Core responsibilities include the preparation of meeting agendas and minutes, presentations, reports, and correspondence.

Equally important are human relationship and facilitation skills. The Coordinator must be able to respectfully engage with diverse cross-sections of the community, including people with lived and living experience, Indigenous partners, street-based peers, families, health professionals, first responders, and service providers. The role requires the ability to leverage the collective strengths of CAT members and partners across sectors.

Building and sustaining personal and organizational relationships is a central function of this position. The Coordinator plays a key role in advancing the CAT's work across the four key pillars:

- Harm Reduction
- Stigma Reduction
- Networking and Collaboration
- Social Stabilization

The CAT Coordinator reports directly to and works closely with the Co-Chairs and is considered a member of the PA CAT leadership team. The Coordinator will also work alongside the Indigenous Liaison, ensuring alignment with principles of cultural humility, safety, and respectful collaboration.

This role requires a self-starter who can identify priorities, manage time effectively, and work independently within contracted hours to meet organizational goals.

Employment Details

- **Role Type:** Private Contractor
- **Compensation:** \$35 per hour
- **Hours:** 20 hours per week (flexible, based on operational needs)

Organizational Context

The Port Alberni CAT has adopted the goal endorsed by BC–Yukon Peer Drug War Survivors:

To decrease the number of drug poisonings and overdoses in the Alberni Valley.

The CAT operates under the Ministry of Mental Health and Addictions (MMHA) and the Overdose Emergency Response Centre (OERC) mandate, following the Comprehensive Package of Interventions.

The four evidence-based focus areas are:

- Social Stabilization
- Peer Empowerment and Engagement
- Cultural Humility and Safety
- Addressing Stigma, Discrimination, and Human Rights

The Coordinator works under the guidance of the PA CAT Terms of Reference (TOR), the OERC mandate, and the leadership of the Co-Chairs.

Key Responsibilities

1. Coordinating and Convening the CAT Table

Coordinating and convening the CAT table is a primary responsibility of this role. The Coordinator ensures meetings occur regularly and remain action-focused, reinforcing the CAT's purpose of reducing overdoses and drug-related harms in the community.

The Coordinator manages CAT communications with care and discretion, balancing the need to keep members informed while respecting the workload of partner organizations. Most communication is delivered through a monthly CAT email.

The Coordinator supports and engages with CAT working groups, including but not limited to:

- Peer Coordinator – Bridging the Gap peer outreach group
- First Nations Peers
- First Responders Working Group

- Families Helping Families
- Vancouver Island CAT Coordinators and Peer Networks

2. CAT Meetings and Email Communications

PA CAT meetings include:

- **Quarterly in-person CAT meetings** (2 hours in length)
- **Bi-monthly virtual CAT meetings** held via Zoom (90 minutes in length)

CAT meeting invitations must be sent to the CAT distribution list as an Outlook calendar invite and include the meeting agenda and Zoom meeting link (for virtual meetings) no later than two days prior to each meeting.

Monthly CAT emails may also include:

- Working group updates and accomplishments
- Select community announcements, surveys, or postings (as appropriate)
- Links to PA CAT social media

The Coordinator manages the CAT Zoom account and invoices the CAT accordingly. Comfort with Zoom functions (e.g., screen sharing, hosting, and troubleshooting) is required.

PA CAT Facebook: <https://www.facebook.com/CATportalberni>

3. Meeting Agendas

Meeting agendas are prepared and circulated **3–5 business days prior to the monthly meetings, or by the Friday prior, depending on statutory holidays.**

Agendas reflect CAT priorities, working group updates, and scheduled presentations.

4. Facilitation and Meetings

Meetings may be hosted in person or via Zoom.

Co-Chairs may rotate or share facilitation responsibilities.

Each meeting begins with a territorial acknowledgement, recognizing that the Alberni Valley is on the unceded traditional territories of the Hupačasath and Tseshah First Nations, part of the Nuu-chah-nulth peoples. Guests joining from other territories are invited to acknowledge the lands they are calling from.

Agendas may be amended prior to or during meetings to accommodate urgent items or guest presenters.

For in-person meetings, the Coordinator is expected to arrive early to ensure the meeting space is set up, functional, and ready prior to the arrival of CAT members and guests.

5. Meeting Minutes

The Coordinator is responsible for capturing accurate meeting minutes.

Draft minutes are submitted to the Co-Chairs for review within one week of the meeting.

Finalized minutes are distributed with the next meeting invitation.

Approval of previous meeting minutes is the first order of business at each CAT meeting.

6. Presentations and Correspondence

- Deliver presentations, as requested, on harm reduction, stigma reduction, and social stabilization
- Respond to correspondence on behalf of PA CAT
- Review and edit drafts of correspondence and documents as required

7. OERC Budgeting and Reporting

- Prepare quarterly budget reports in collaboration with the City of Port Alberni
- Complete required OERC reports and annual funding applications

8. Project Management and Practicum Students

- Manage grant-funded projects, including peer involvement, budgets, and reporting
- Support, mentor, and supervise practicum students as required

9. Communications and Social Media

- Post relevant information on PA CAT social media platforms
- Create simple visual content and memes aligned with the CAT's four pillars

10. Working Group Engagement

- Maintain active involvement with CAT working groups
- **Working groups meet monthly**, including:
 - Peer Coordinator – Bridging the Gap
 - First Nations Peers
 - First Responders Working Group
 - Families Helping Families
 - Vancouver Island CAT Coordinators and Peers

PA CAT is committed to equity, cultural humility, and meaningful inclusion of people with lived and living experience. We encourage applications from individuals who reflect the diversity of the community we serve.