

## **Employment Opportunity - Project Coordinator (COVID-19 Response Program)**

At Truly Alive Youth and Family Foundation Inc [TAYFFI], our success depends on our people, productivity, and procedures. We are committed to providing impact-driven support to all persons seeking our services and programs.

Our organization is currently seeking a dynamic and innovative individual to join our staff team for the position of Project Coordinator – COVID-19 Response Program.

Reporting to the Executive Director, the Project Coordinator provides direct support and wrap-around services to members of vulnerable population in Saskatoon especially those from the newcomer, refugee, and other marginalized groups in the thematic areas of health, social and economic impacts of COVID-19.

The Project activities will be implemented using a “hybrid service delivery logic model” such as virtual and in-person training and information sessions, and help to address issues relating to job loss, boredom and isolation, and barriers to accessing available community resources and support programs.

The Project Coordinator will work in collaboration with individuals and groups in Saskatoon community to determine the degree of Community awareness, information and education related to COVID-19; also, conduct environmental scan and service mapping on COVID-19 risk and impact in Saskatoon. Integral to this position is the development of tailored support, recovery, and resiliency and/or prevention strategies that meets the needs of the vulnerable population particularly those of marginalized and racialized in Saskatoon and area.

**Job Title:** Project Coordinator (COVID-19 Response Program)

**Immediate Supervisor:** TAYFFI Executive Director

**Employment Classification:** Term Contract, August 2020 – November 2020

**Work Hours/Schedule:** 20hrs/week; Monday – Friday (**Flexible hours AM and PM as per clients needs**)

**How To Apply:** Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at [info@trulyalivefoundation.org](mailto:info@trulyalivefoundation.org) by Friday July 24, 2020.

**NOTE:** Only applicants shortlisted for interviews will be contacted.

### **DUTIES AND RESPONSIBILITIES**

- a. Evaluate the impact of COVID-19 on members of Saskatoon vulnerable communities and develop grassroots-informed support plan
- b. Work in collaboration with individuals and groups in the community to determine the degree of Community awareness, information and education related to COVID-19
- c. Conduct gap analysis on barriers to accessing community resources and services as it relates to members of marginalized/vulnerable populations and recommend strategies for improvement
- d. Undertake periodic research and process mapping to ensure TAYFFI COVID-19 response program activities are reflective of community dynamics and emerging needs

- e. Develop tailored support, recovery, and resiliency and/or prevention strategies that meets the needs of the target community
- f. Work in collaboration with community organizations and represent TAYFFI at various groups in relation to City of Saskatoon COVID-19 Recovery Plan
- g. Facilitate return-to-work support and training activities for project beneficiaries
- h. Coordinate computer literacy training series for project beneficiaries
- i. Facilitate pre-employment support and carrier coaching workshops for project beneficiaries especially those entering workforce for the first time
- j. Develop and maintain community awareness resources regarding TAYFFI's services and programs as it relates to COVID-19 Response program
- k. Engage with key stakeholders across Saskatoon ethnocultural, newcomer, Indigenous community, and mainstream groups to enhance relationships and increase cross-leveraging knowledge to combat isolation and boredom
- l. Organize meetings, webinars, and other learning opportunities to increase the employability of members of the vulnerable population in relation to COVID-19
- m. Approach day's work with diligence, dedication, and motivation while fostering a positive team environment
- n. Perform other duties as assigned including writing the project formative and summative reports

### **Preferred Personal Attributes**

- ✓ Fosters positive and constructive interpersonal relationship with all internal and external contacts necessary to achieve the position's objectives
- ✓ Works well with a broad range of individuals and groups, is consistently respectful and cooperative
- ✓ Works well with confidential information, applying need-to-know rules effectively
- ✓ Complies with all relevant legislation, regulations, and organizational policies and procedures
- ✓ Understands and actively applies the objectives and goals of TAYFFI
- ✓ Consistently open to change and adapt readily to shifts in tasks and circumstances

### **Required Qualifications**

- A Bachelor's Degree in social work, psychology, or another related field
- Extensive knowledge and experience with issues relating to immigrant, refugee, and Indigenous communities
- Ability to identify unique method of communication that builds shared meaning through actions and responses to others
- Proven research acumen, strong ethical conduct, and professional integrity
- Ability to build relationships with stakeholders and community partners
- Demonstrated ability to communicate with clarity by listening to others, speaking effectively, and preparing written communication in a clear and concise format