



Job Title: NPI Project Lead

About this role:

We are seeking a dynamic *CHSSN Networking & Partnership Initiative (NPI) Project Lead* to spearhead initiatives aimed at improving access to health and social services for English-speaking communities in Verdun and the Sud-Ouest. In this role, you will be pivotal in building and mobilizing networks that enhance the quality and accessibility of services for English-speaking residents. You will represent the needs of this community, develop partnerships, and ensure the smooth execution of the CHSSN-NPI project.

About BGC Dawson:

BGC Dawson is a proud member of BGC Canada, a non-profit organization dedicated to providing high-quality programs and services to children, youth, families, and seniors. With deep roots in Verdun's English-speaking community since 1959, BGC Dawson offers a wide range of educational, recreational, and social programs. In this role, you'll have the opportunity to inspire, empower, and foster a greater sense of community for all ages. Visit www.bgcdawson.ca to learn more.

Responsibilities: Under the leadership of the Executive Director, the NPI Project Lead will actively contribute to the organization's mission and strategic objectives through the following responsibilities:

- **Networking:**
 - Build and manage a network of service providers focused on the English-speaking population in Verdun and surrounding areas.
 - Develop membership recruitment strategies and maintain engagement with network members.
 - Facilitate information sharing, identify challenges, and propose solutions to improve services.
- **Representation:**
 - Advocate for the English-speaking community at advisory and decision-making tables.
 - Participate in local working groups, committees, workshops and retreats.
- **Knowledge Development:**
 - Research and share data, statistics, and best practices related to health and social services.
 - Maintain social media platforms and publish a monthly newsletter to promote knowledge exchange.
- **Partnerships:**
 - Collaborate with health and social service providers to create demonstration projects.
- **Outreach:**
 - Connect vulnerable and isolated English speakers to appropriate services.
- **Project Management:**
 - Execute the action plan and provide regular progress reports.
 - Organize biannual health and social services-related events.
 - Maintain an online shared document for easy access to relevant information for network members.

Qualifications

- DEC in a related field.
- Experience in project management, or community-based roles, preferably in a non-profit setting.
- Excellent written and verbal communication skills in the official languages
- Proficiency in Microsoft Office and related software.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent interpersonal skills with a passion for serving the community.
- Ability to pass a criminal background check.

Wages and Benefits:

- **Start Date:** November 2024
- **Permanent full-time position:** up to 35 hours a week, with the possibility of spreading these hours over four days including two remote working days.
- **Contract Duration:** 12 to 18-month contract with the possibility of renewal based on performance and organizational needs.
- **Salary range:** \$30,000 to \$45,000, depending on experience and in accordance with current salary policy.
- **Benefits:** Part-time employee benefits including Employee Assistance Program and 24/7 access to on-demand healthcare services through TELUS Health Virtual Care
- Opportunities for professional growth and training.

If your skills and experience align with this role, please submit your cover letter and resume to **Darley Polony** via email at darley.polony@bgcdawson.ca by **Friday, October 25, 2024**. Include "NPI Project Lead" in the subject line. Only those selected for an interview will be contacted. If you require accommodation at any stage of the recruitment process, please notify us.

Don't meet all the criteria? Above all, we value your passion, commitment, and desire to grow. We encourage applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, newcomers, gender-diverse individuals, and members of other equity-deserving groups. If you are comfortable, you are welcome to indicate in your cover letter if you identify as a member of an equity-deserving group. This information will be treated with the utmost confidentiality and is voluntary.