



## GENERAL INFORMATION

**Title:** Family Voices Project Coordinator

**Classification:** Temporary - 25 hours/wk

**Reports to:** Director of Programs

**Wage:** \$32/hr

## POSITION SUMMARY & PURPOSE

The Family Support Institute of BC (FSI) is a non-profit organization committed to enhancing the lives of families who have children, youth and adults with disabilities. Our mission is to strengthen, connect and build communities and resources with families of people with disabilities in BC. The Family Voices Project aims to engage with the people and families we serve to provide feedback to the province on Children and Youth with Support Needs (CYSN) services.

We are seeking a dedicated and passionate Project Coordinator to join our team for the Family Voices Project. The Project Coordinator will play a pivotal role in planning and organizing online and in-person engagement activities to gather stories and feedback on Children and Youth with Support Needs (CYSN) services for families across British Columbia. Reporting to the Director of Programs, the Project Coordinator will work closely with FSI staff, researchers, and community partners to ensure the successful implementation of the project.

## RESPONSIBILITIES

- Plan, coordinate, and/or execute engagement activities which will include focus groups, interviews, surveys, and community events, to gather stories and feedback from families.
- Develop and maintain relationships with stakeholders, including families, service providers, community organizations, and researchers.
- Collaborate with the project team to develop materials, tools, and resources for engagement activities.
- Coordinate logistics for online and in-person events, including venue booking, catering, and audio-visual support.
- Assist with the collection and organization of data gathered from engagement activities.
- Assist in the preparation of reports, presentations, and other project deliverables to communicate findings and recommendations.
- Support the dissemination of project findings to stakeholders and the broader community.

## REQUIRED QUALIFICATIONS

### Education, Experience and Knowledge

- Minimum of 3 years of experience in project coordination, community engagement, or related roles.
- Strong knowledge and/or background in disability services, in particular, MCFD services and supports.
- Bachelor's degree in social sciences, public health, community development, or a related field is preferred.

## **Skills & Abilities**

- Exceptional organizational, communication, and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office Suite and online collaboration tools.
- Experience working with diverse communities and a commitment to equity, diversity, and inclusion.
- Lived experience with disability services and/or caring for a child or youth with a disability is an asset.

## **HOW TO APPLY**

Please submit your resume and a cover letter outlining your qualifications and experience related to the position. In your cover letter, please also include a statement about your commitment to equity, diversity, and inclusion, as well as any lived experience you may have that is relevant to the position. Applications should be sent to [pmertz@fsibc.com](mailto:pmertz@fsibc.com)

**DEADLINE FOR APPLICATIONS:** March 24, 2024

Applications will be reviewed as they are received so we encourage candidates to apply as soon as possible.

## **WORKING CONDITIONS**

The duties of this position are expected to be performed Monday to Friday. Candidates should generally be available during the daytime to facilitate collaboration with other staff. FSI is a walls-free organization; candidates should have a fully functioning remote workspace to perform the duties of this position.

*The Family Support Institute of British Columbia is strongly committed to cultural safety, equity, diversity, anti-racism, and to being a welcoming and inclusive workplace. We encourage individuals from all backgrounds to apply and join us in our mission to create a more inclusive and empowering future for all families.*

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