

The West Elgin Community Health Centre is currently seeking a:

Project Coordinator Youth Task Team

**12 Month Contract
Employment**

30 hours a week

JOIN OUR TEAM



The Project Coordinator is responsible for the Youth Ambassadors while working in collaboration with the Executive Committee, Chair, West Elgin (WE) Youth Task Team and Youth Advisory Committee.

ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

Our team provides primary health care, illness prevention and health promotion services, as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

wehc.on.ca



Youth CI



PRIMARY RESPONSIBILITIES:

- Follow and implement a detailed work plan.
- Attend monthly WE Youth Task Team meetings and act as the adult lead for the Youth Task Team.
- Approve expenses as per outlined budgets; maintaining budgets, documentation and project management.
- Use established measurement tools within the work plan to measure activities, outcomes, and strategies.
- Work with the Centre's finance department to create and maintain a financial statement.
- Support Youth Ambassadors with coordination, planning and facilitating events, programs, and activities.
- Cultivate and foster ongoing relationships with youth, community members, local businesses, community agencies and partners.

QUALIFICATIONS:

- Post-secondary education may include Program Coordination, Child & Youth Worker, Social Service Worker (or related field).
- Previous community related experience is a definite asset as well as knowledge of local business, partners and community agencies and service clubs.
- Previous experience working with youth and managing and leading teams.
- Advanced communication skills both written and oral required with a high level of critical and logical thinking, analysis, and reasoning abilities.
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic, and professional manner and to work collaboratively within a team or to work independently.
- Strong organizational, time management and prioritization skills.
- Vulnerable sector police check and confirmation of full Covid-19 vaccination required.

APPLY TODAY!

Applications accepted until June 24, 2022

Candidates invited to interview will be contacted

Send Resume by mail or e-mail to:

Debra Auterhoff

DAuterhoff@wehc.on.ca

West Elgin Community Health Centre

153 Main Street, West Lorne, ON N0L 2P0

The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.