



3250 Schmon Parkway, Unit 1B  
Thorold, Ontario L2V 4Y6  
1 (888) 514-1370

Posted: August 8, 2024  
Closed: September 7, 2024

## EXTERNAL JOB POSTING

# PROJECT COORDINATOR (WAASNODEN/WAWATAY)

**OFFICE LOCATION:** IDHC has a virtual work environment with a Head Office in Thorold. The successful candidate may work anywhere within the Treaty #3 region, providing they are able to attend in-person meetings and events in community and at head office, as required.

**START DATE:** ASAP

**HOURS:** 8:30 a.m. – 4:30 p.m. Full-Time (1-year Contract) in the Treaty #3 Region

*IDHC is committed to providing and promoting a healthy lifestyle with a focus on the prevention and awareness of diabetes issues. IDHC will make every effort to recruit Indigenous candidates for all available positions. In addition to academic qualifications and professional background, IDHC will consider relevant life experience and personal healing journeys.*

**Reports to:** Knowledge Program Manager

**Department:** Knowledge Department

**Team:** Knowledge

### **The Goals of the Waasnooden/Wawatay Project:**

The goals of the *Waasnooden/Wawatay* project are:

- To reduce the impact of diabetes across generations by developing community capacity to educate, train, and support awareness and prevention of Type 2 and Gestational Diabetes among youth;
- and, to support youth to develop and maintain positive, culturally grounded health behaviours that they can carry into their reproductive years and parenting.

The Waasnooden Project Coordinator will ensure that project activities are carried out in a culturally safe manner in partnership with Indigenous communities and partner organizations.

### **Primary Objective of the Project Coordinator Role:**

The Project Coordinator will support coordination of the ***Waasnooden/Wawatay (Wind Blowing/Northern Lights): Shining a light on diabetes prevention among Indigenous youth*** initiative including development, implementation, and evaluation.

In partnership with the Waasnooden/Wawatay project team, the coordinator will support the development and implementation of a youth initiative that will be delivered in the Treaty #3 region and undertake data collection and reporting initiatives to demonstrate program success.

The Project Coordinator will oversee activities pertaining to the Waasnooden/Wawatay project, working closely with project team members at the Indigenous Diabetes Health Circle (IDHC), Kenora Chiefs Advisory (KCA) and Waasegiizhig Nanaandawe'iyewigamig Health Access Center (WNHAC).

The work includes, but is not limited to coordinating team meetings, drafting documents, outreach and network development (frontline health workers and youth), scheduling, training support, event planning and coordination, data analysis and reporting.



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The Project Coordinator will support the creation of a community network to mobilize, respond, share knowledge, and build capacity within Indigenous communities in the Treaty #3 region.

The Project Coordinator will identify opportunities for IDHC to partner and support in the development of activities and education to reflect a strengths-based approach to physical, mental, emotional, and spiritual wellness amongst individuals living with and/or at risk of diabetes.

### **Key Responsibilities of the Project Coordinator Role:**

#### **Project Support**

- Ensure all project activities meaningfully engage, build capacity, and are in full partnership with the Indigenous community and follows the principles of Ownership, Control, Access, and Possession (OCAP).
- Liaise with youth councils in the Treaty #3 region.
- Coordinate and facilitate local project committee(s) to guide the development, delivery, analysis, evaluation, and dissemination of the project.
- Develop and strengthen partnerships with Indigenous community organizations involved in the project to ensure a culturally appropriate and safe approach.
- Assist with preparation and facilitation of IDHC educational and training workshops and evaluation strategies.
- Coordinate and undertake data collection, which may include in-person and virtual interviews, sharing circles, and online surveys with predetermined interview protocol, data collection procedures and documentation standards.
- Summarize and maintain accurate records of project data, safeguarding the confidentiality of individuals at all times.
- Summarize project results and prepare progress reports.
- Assist with preparing reports for submission to granting agencies and foundations.
- Develop or assist in the development of interview schedules; contact potential participants to introduce and explain project objectives and protocol and to arrange interviews, either in person or virtually.
- Travel to sites to collect and record data, per project objectives.
- Attend project meetings, committees, and other events as necessary.
- Support the preparation of newsletter, articles, infographics, and presentations in conjunction with partners to disseminate knowledge back to project participants and other stakeholders.
- Mobilize project knowledge to build capacity at both organizational and community level.
- Monitor project budget.

#### **Training**

- Support the preparation, coordination and facilitation of strengths-based workshops and presentations for frontline workers and youth in the Treaty #3 region.
- Utilize effective teaching strategies that support experiential learning and development.
- Assist management to identify areas of partnership with potential resource people, traditional teachers, knowledge keepers, instructors, organizations, and businesses that will support the program's goals.
- As appropriate, travel to programming sites.

#### **Research, Evaluation and Development**

- Disseminate project findings back to the community to support future program development.
- Manage surveys and evaluations at community events and analyze and review responses and adjusting service delivery based on feedback.



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### **General Responsibilities**

- Identify and participate in relevant training to effectively perform position duties.
- Attend staff meetings as requested.
- Perform other duties and responsibilities designated by the Knowledge Program Manager.

### **Public Relations**

- Adhere to professionalism in representing the organization at all times.
- Recognize and respect distinct cultures and community needs at all times.

### **Standards of Performance**

- Support and work toward the IDHC's overall mission while respecting the IDHC's values.
- Adhere to all policies and procedures.
- Maintain IDHC's Code of Confidentiality.
- Work collaboratively with others as a team member and addresses conflicts in a positive and open manner.
- Responsible to model and reflect a healthy and positive attitude when interacting with community and staff.

### **Qualifications:**

#### ***Education***

- Bachelor's degree in health-related discipline or an acceptable equivalent combination of education and experience.
- Certified Diabetes Educator (CDE) an asset.

#### ***Experience***

- A minimum of 2 years' project coordination and/or training experience.
- Knowledge of conducting community-based evaluation or programming with Indigenous communities.
- Balance between Indigenous ways of knowing and academic research.

#### ***Professional Designations and/or Licenses***

- Cultural Safety certification required through San'yas Indigenous Cultural Safety Training or another recognized program.

#### ***Knowledge, Skills, and Abilities***

- Advanced knowledge of Indigenous way of life, land-based practices, and priorities.
- Knowledge of, or background in, Indigenous communities, culture, organizations, Indigenous health, and diabetes is an asset.
- Understanding of the impact of diabetes on individuals, families and communities.
- Experience in applying health promotion principles, practices, and frameworks in the development of educational programming.
- Advanced knowledge of healthy lifestyle approaches to diabetes with an Indigenous lens.
- Experience in creating learning outcomes, content, and evaluation tools for workshops, trainings, and other educational sessions.
- Ability to translate project findings and foster knowledge exchange among diverse groups.
- Experience with project planning, development, implementation, and evaluation.
- Advanced experience in community and stakeholder engagement.
- Demonstrated ability to navigate sensitive issues.
- Experience in delivering/facilitating workshops and educational sessions.
- Ability to manage multiple projects, priorities, and deadlines.
- Working knowledge of Microsoft Office 365 (Word, Excel, and PowerPoint) as well as Client Relationship Management (CRM) databases.
- Excellent organizational as well as oral and written communication skills.



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- Proven leadership, teamwork and problem-solving skills.
- Must be able to work independently and as part of a team composed of multidisciplinary individuals.
- Able to work evenings and weekends as required.

**Working Conditions:**

- Working remotely within the Treaty #3 region.
- Work in a safe and suitable office environment exposed to mid to high level computer use, frequent contact by email, phone and in person.
- Provide support to several team members working under simultaneous deadlines.
- Must be able to lift and transport large and small resources.
- Travel is required for off-site training events, conferences, and some meetings. Travel to remote communities, overnight stays possible.

**Working Hours:**

Office hours are Monday-Friday, 8:30 am – 4:30 pm. Travel may be required for evening or weekend events and overnight(s) to attend meetings outside of the office.

**Salary Range:**

\$ 61,000 – \$68,000

**How to Apply:** Please submit your cover letter, resume, and references no later than noon on **September 7, 2024**, via email to IDHC Human Resource Manager [officemanager@idhc.life](mailto:officemanager@idhc.life).

*In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, IDHC will provide accommodation in all parts of the hiring process.*

*Applicants need to make their needs known in advance to [officemanager@idhc.life](mailto:officemanager@idhc.life).*

*Following the completion of the initial interview screening process, candidates who are selected for an interview shall be contacted by telephone or email to confirm their attendance at an interview. No notice need be given to the candidates who were not selected for an interview.*