

150 Bentinck Street
PO Box 177
Sydney, NS B1P 6H1
(902) 567-1766

www.allcentreofcapebreton.com



JOB POSTING

Project Manager

Ally Center Cape Breton

Position: Project Manager

Duration/ Location: full-time, two-year contract (with possibility of continuation)

Pay scale: \$30/hour with health benefits.

Date Closes: November 12, 2021

Ally Center: The Ally Centre of Cape Breton is a harm-reduction, community based organization dedicated to providing prevention, support and education services to people living with or at risk of blood borne pathogens. The work done at ACCB includes blood borne pathogens/STI information and support, needle exchange, overdose prevention, anonymous testing, food bank and primary health care. In addition to these initiatives, a wide range of programs, projects, services and partnerships are at work. ACCB is involved in many mutually beneficial partnerships with government agencies and the community who share a common goal in supporting and providing services for at-risk populations.

The People We Serve: The population the Ally Center serves are often referred to as marginalized, excluded or vulnerable. They are *typically* those people who have faced prolonged difficulties with all or some of the following: poverty, homelessness, mental illness, substance use disorder, social isolation, unemployment, conflicts with the law.

Position Summary:

The Ally Center of Cape Breton is seeking a Project Manager to be involved in the administration of the following projects and services of the Ally Center. Current projects include the Ally Health Clinic, Peer Back Packers, Take Home Naloxone, SWEEP (Sex Workers Empowering & Encouraging Peers), Coordinated Access, Mobile Supportive Spaces, Homeless Support Measures, Peers Educating and Promoting Harm Reduction and more.

The Coordinator will report to and work closely with the Executive Director.

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Qualifications (including key skills and knowledge):

- At least 3 years experience in human resource management.
- At least 3 years experience in project management and ability to work on a number of projects simultaneously.
- Ability to organize meetings, events and engage others in activities or projects.
- Ability to communicate complex issues verbally and in writing to facilitate understanding and decision-making.
- Strong team member who demonstrates leadership skills working in a collegial environment.
- Facilitation skills would be considered an asset.
- The ability to demonstrate good judgment, solid decision making and act with professionalism and diplomacy.
- Strong organizational and time-management skills.
- Ability to work well independently.
- The ability to work within tight deadlines with strong attention to detail.
- Preparing documents of various lengths and complexities, including reports, briefings, submissions, presentations, surveys, based on projects and initiatives that are priorities for the Ally Centre.

Judgement and initiative:

- Must be able to work with a degree of autonomy and demonstrate critical thinking and sound judgment.
- Must be highly motivated, proactive, and creative.
- Have a commitment to professional and team development and self-learning.

Applications for this position should be submitted to the Selection Committee in care of Janet Bickerton bickertonjanet@gmail.com

Only applicants that meet the qualifications will be short listed for an interview.