



Project Coordinator – (Perinatal Programs)

**Full-Time Temporary position at 1.0 FTE (35 hrs/week). 12 months Contract
Bargaining Unit – UFCW Local 175**

Parkdale Queen West Community Health Centre (Parkdale Queen West CHC) is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to healthcare and we strive to reduce these barriers.

General Responsibilities: The project coordinator is responsible for coordination and delivery of the Parkdale Parents' Primary Prevention Project (5Ps) and Great Start Together (GST) perinatal program, which supports multi stressed families with young children aged 0-6 years in the program catchment. The role works in collaboration with the health and community partners and agencies across the neighbourhood, the GTA, and at the provincial level to support integrated, accessible, and coordinated services for pregnant individuals and families with young children.

Reporting Manager: Manager, Health Promotion and is based out of the satellite office at 27 Roncesvalles Avenue.

Specific responsibilities include, but are not limited to:

Program Coordination & Delivery

- Coordinate the planning, implementation, and day-to-day operations of two perinatal programs within the 5Ps and GST programs
- Support consistent and effective delivery of program activities for multi-stressed families with young children
- Ensure program activities align with funding requirements, organizational priorities, and community needs

Partnership & Community Collaboration

- Work collaboratively with internal teams, social community partners, and external agencies within Parkdale, the GTA and provincially to coordinate and advocate to support integrated service delivery for multi stressed pregnant women and families with young families
- Represent the 5Ps and GST portfolio at relevant community tables, planning committees, and advocacy initiatives
- Strengthen relationships to improve access and coordination of perinatal and early childhood services.

Administration, Reporting & Evaluation

- Maintain accurate program records, documentation, and reporting requirements.
- Oversee budgets, grant compliance, and funder reporting requirements in collaboration with the Manager, Health Promotion, including timely submission of quarterly and annual financial and cash flow reports.
- Complete and submit funder evaluation reports on time and use findings to inform program improvements.
- Lead program monitoring activities, data collection, and continuous quality improvement initiatives.
- Facilitate group sessions and support program activities as required.
- Collaborate with staff, where appropriate, to identify funding opportunities, develop proposals for potential funders, support fundraising initiatives, and sustain core funding through Public Health Agency of Canada's CAPCHP programs in consultation with the Manager of Health Promotion.

Other Duties

- Perform other related duties as assigned.

Skills and Qualifications:

- Undergraduate degree in a relevant discipline from a recognized university, or a combination of post-secondary education and significant experience in health promotion and/or community development.
- Minimum of 5 years of experience in a community setting, with demonstrated knowledge of child development within the context of families facing multiple barriers and stressors, and experience supporting access to community resources through a feminist and anti-oppressive framework.
- Demonstrated experience in project development, implementation, and evaluation, including budget management and grant writing.
- Proficiency in a language other than English is an asset.
- Availability to work flexible hours, including evenings when required.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.



**PARKDALE
QUEEN WEST**
Community
Health Centre

JOB POSTING
Full-Time Contract Position
Job ID: 2026-100

- Excellent written and verbal communication skills.
- Demonstrated ability to work with multi-disciplinary teams.
- Proficiency in the use of computers and various software applications.
- Demonstrated skill in networking and partnership building and community collaboration.
- Experience designing and facilitating workshops, training sessions, and seminars.
- Strong skill in program development, implementation, monitoring and evaluation.
- Demonstrated experience with designing and facilitating workshops and seminars.

Compensation: \$69,599 to \$81,343 plus HOOPP (Healthcare of Ontario Pension Plan) option.

If you are interested in joining in a creative and dedicated team, we want to hear from you! Applicants, please send your resume and cover letter **in a single document** (MS Word or PDF format only). Please apply using the form at the bottom of the PQWCHC employment page: <https://pqwchc.org/contact/employment/>

[Job ID: 2026-100](#)

Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus booster within 6-12 months) 14 days before starting employment.

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