



Project Coordinator – Trip!

Full-Time Temporary position at 1.0 FTE (35 hrs/week). Up to 8 months in duration
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.

Position Description

The TRIP Project, a *project of* Parkdale Queen West CHC, is a youth-led harm reduction and health information service for the party scene and youth who use drugs. TRIP! provides workshops, trains peer educators, and volunteers, operates outreach booths, and uses technology to engage with parties.

We are looking for a collaborative lead with substantial experience and knowledge in drug use and harm reduction among youth. A lead, who can implement strategies identified in the 2023, community-based evaluation '[Aligning Diverse Community Needs for a Youth Harm Reduction Program Model](#)' with an intersectional and equity lens to reach youth in the margins and to align Trip! Project activities to with Parkdale Queen West CHC's mission "Providing and leading equitable, accessible, comprehensive healthcare for people where, when, and how they need it."

Reporting to the Manager, Harm Reduction, Programs & Outreach, The TRIP! Coordinator responds to the needs of the party scene community through community education, resource development, and other health promotion strategies. **This position requires weekend hours.**

The Trip! Project Coordinator is responsible for:

- Recruiting, training and supervision of peers and volunteers
- Developing and delivering trainings on drug use and harm reduction with an intersectional and equity lens
- Establishing and maintaining strategic partnerships with relevant community partners, party organizers and businesses with a focus on equity issues to reach youths in the margins.
- Identifying needs and gaps in care; and developing, implementing, and monitoring health education strategies and programs to meet said needs.
- Establishing a youth advisory committee (YAC) to guide Trip! Project's activities.
- Coordinating outreach shifts and planning events.
- Resource development in collaboration with the Trip! Project team and other staff, including for social media and website content for the Trip! Project
- Maintaining Trip! Project's website and social media.
- Report writing and maintaining timely, accurate reports.
- Monitoring and regularly reconciling the petty cash to ensure that all disbursements are accurately recorded and accounted for.
- Working with funders and Manager to ensure that the funding requirements are adhered to including gathering statistics, program evaluation, monitoring the budget and reports are written and submitted in timely manner.
- Overall program execution, evaluation and quality from developing, implementing, maintaining and evaluating goals and objectives, to developing and following appropriate protocols and policies.

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: 2024-087

Qualifications:

1. Undergraduate degree in a relevant discipline from a recognized university or combination of some post secondary education and significant experience in health promotion and/or community development
2. Three to five years relevant experience in a community setting
3. Experience in program coordination, project management and evaluation.
4. Knowledge of youth focused drug use and harm reduction, including party scenes.
5. Experience in working with peers and volunteers providing training and coordination
6. Experience using social media to reach out to youth, including Twitter, Facebook, Instagram and Wordpress, as well as proficiency in the use of computers and various software applications
7. Grant writing experience is considered an asset
8. Proficiency in language(s) other than English is considered an asset

Note: This temporary contract will end on August 8, 2025

Compensation: \$57,857 to \$70,492 plus HOOPP (Healthcare of Ontario Pension Plan) option.

If you are interested in joining in a creative and dedicated team to, 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: 2024-087](#)

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 COVID-19 vaccination(s) (as per Health Ontario) 14 days before starting employment.

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