

Medicine Hat Integrating Youth Services Project “A Community Partnership”

Position Overview

We have a dynamic opportunity as a Project Manager to support the implementation of an Integrating Youth Services project in Medicine Hat. The focus is on youth mental health and equity for Indigenous and vulnerable populations.

The position is a combination of project management, stakeholder relations, research, evaluation, and knowledge mobilization activities with stakeholders including youth. The Project Manager will support and report to the Steering Committee.

Projects and activities can range from planning and facilitating meetings, learning events, policy dialogues, and coordination of stakeholders. This one-year contract opportunity will commence as soon as a suitable candidate is identified.

Key Duties

Project and Activity Execution

- Manage multiple tasks and activities and their respective timelines; prepare and manage budgets.
- Ensure deliverables are met on time, along with project reporting requirements.
- Develop integrated processes for use by multiple partners.
- Compile community asset information, including identification of barriers to service.
- Seek stakeholder input, most importantly youth, families and natural supports.
- Assist with the development and implementation of communication strategies.

Partnership Development and Management

- Organize, facilitate and participate in meetings with stakeholders (local and provincial) throughout the process of designing, developing, and implementing the integrating youth services project.

Internal Consulting

- Coordinate continuous improvement.
- Work alongside external evaluators and stakeholders for data collection and reporting.

Preferred Education, Experience and Skills

- A degree in a business, health, human services, social science or other related discipline
- Minimum three years' experience in project management and consultation work involving direct responsibility for deliverables
- Exceptional interpersonal, relational and communication (oral and written) skills
- Strong, demonstrated group facilitation skills
- Organized, with careful attention to detail
- Systems thinker comfortable with ambiguity and sense of accountability
- Ability to work independently, as well as part of a team
- Experience working with youth as well as diverse groups, policy makers, service providers, academics, and community
- Valid Drivers' License and access to a reliable vehicle, with adequate insurance
- Clear Criminal Record Check, including Vulnerable Sector, and Intervention Record Check (current within 90 days)

**To apply, please submit resume and cover letter to:
Jennifer Stuart at jennifer.stuart@mcman.ca**

Thank you for your interest in this opportunity. Only those invited for an interview will be contacted.