

C O M O X V A L L E Y
Child Development Association

INTERNAL POSTING #2019-10-03

Date:	October 3, 2019	Expiry Date:	October 9, 2019
Position:	Touchpoints Program Coordinator	Program:	Pathways to Healing - Perinatal
Status:	Regular Part-time (22.50 hours / week)	Bargaining Unit:	Community Sector / HSA
Classification:	Grid Level 30 (TBD)	Salary Range:	\$23.24-\$25.32
Start Date:	ASAP		
Location:	Pathways to Healing	Address:	2314 A Rosewall Crescent

Job Summary:

Under the direction of the Director, Pathways to Healing, this position will provide a broad range of coordinating and administrative support functions for the Comox Valley Touchpoints Network. Some of the duties of this position are: coordinate scheduling and logistics for all Touchpoints training sessions and team meetings; prepare, oversee and facilitate program finances in partnership with Director of Pathways and CVCDA finance team; prepare, assemble and distribute team meeting agenda, minutes and related materials in advance of meetings; take minutes, maintain accurate records and follow-up on action items; update Touchpoints Coordinator Manual; and be proficient at filling our grant applications and maintaining Touchpoints site strategic plan with consultation and support from the training team.

Required Qualifications and Skills:

Must have Grade XII and experience in a similar position, or an equivalent combination of education, training and experience.

The successful candidate will place value on building healthy communities; have excellent interpersonal and relationship building skills with proven diplomacy and customer service orientation; proven experience with meeting scheduling and logistics, preparing and distributing materials, and taking accurate minutes.

Further requirements are: experience with efficient office organization, including establishing and maintaining electronic and paper files; able to perform multiple tasks, balance priorities and meet deadlines without close supervision; high proficiency in Word, Excel, Outlook, PowerPoint and Internet Explorer; basic bookkeeping skills; and the physical ability to carry out the duties of the position.

Job description is available upon request. Send application to: Joanne Schroeder, Executive Director, joanne@cvcda.ca