



- Position:** Community Program Coordinator
- Hours:** 30 – 37.5 hours per week (flexible hours)
- Location:** Remote work (with some in-person meetings required located in Toronto)
- Salary:** Contract position. \$23.00-\$25.00/hour (commensurate with experience)

**About Us:** The Centre for Mindfulness Studies is a not-for-profit charity and the Canadian leader in developing and providing mindfulness programs for mental health and training professional mindfulness facilitators. Our goal is to ensure access to those in need, to lead change, and bring mindfulness as a healthcare service to diverse populations.

**Overview:** The Community Program Coordinator plays a critical role in the administration, delivery, and evaluation of programs and projects. The position reports to the Director, Community Program. This role requires an organized, innovative, adaptable, and collaborative individual who thrives in a dynamic work environment and cares about making mindfulness-based programs accessible to underserved and at-risk populations.

The successful candidate for this role must be a relationship-builder with project coordination experience and strong skills with work plan development and progress oversight. This position is well-suited to an individual interested in community engagement, and who values the opportunity to make a positive public contribution through their work.

### **Key Responsibilities:**

- I. Program coordination of existing community projects and all other activities associated with the Community Program. Coordination will involve:
  - Assisting with the development of program design, program materials, program scope and management procedures required for cost-effective and timely delivery of the program
  - Project administration activities which include administration, tracking and monitoring of: participant attendance, program schedules, evaluation instruments
  - Reminders and ongoing communication with project participants

- II. Assisting with program material development. This may involve:
- Assisting with research and evaluation projects, e.g., design, data collection and analysis, report writing
  - Curriculum development related activities, including workshops, meetings, and phone calls
  - Assisting with other program requirements for collateral material, e.g., annual reports, marketing materials, etc.
- III. Assisting with networking and relationship-building with potential partners and funders. This may involve:
- Cultivating relationships with organizations and individuals with the objective of building mutually beneficial partnerships that help further the Centre and its social mission
  - Exploring and leveraging opportunities to represent the Centre and its social mission
  - Representing the Centre at meetings, community events, etc.

#### **Qualifications and Skills:**

- A University Degree or College Diploma in a related field
- Minimum of three years' experience working in a coordination role in the not-for-profit, social, or public sector
- Strong organizational and project coordination skills, including the ability to develop, implement, monitor, and evaluate programs and services
- Demonstrated track record of: project coordination and work plans; community development and community outreach; leadership; partner relations; strategic thinking; group facilitation; research and evaluation
- Ability to work independently but also collaboratively while organizing and prioritizing work and deadlines
- An interest in and/or practice in mindfulness
- Ability to successfully execute multiple, simultaneous projects on time with quality results
- Excellent interpersonal, analytical, and writing skills
- Understanding, learning, and working with an anti-oppression lens within an organization and with participants of various backgrounds

#### **How to Apply:**



Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [hr@mindfulnessstudies.com](mailto:hr@mindfulnessstudies.com) by **December 5<sup>th</sup>, 2022 at 5 pm**. Please include the job title in the subject line.

We will be reviewing applications as we receive them and contacting candidates for interviews. Only those candidates selected for an interview will be contacted.

The Centre for Mindfulness Studies promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experience, from Indigenous communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientation to apply. We recognize that equitable access to employment is an agent in social change.