



Hiring: PROP Project Coordinator

The Peterborough Drug Strategy (PDS) is a collaboration of organizations from the Peterborough area who come together with the goal to mitigate the harms associated with substance use. We are currently recruiting a **Project Coordinator** for our Peterborough Regional Overdose Preparedness (PROP) project. Please visit our website at www.peterboroughdrugstrategy.com.

Position Description

The PROP Project Coordinator is responsible for coordinating and implementing all aspects of the project logistics with a focus on creating a local online opioid information hub; organizing information sessions and training; working with stakeholders to distribute and have access to naloxone; as well as program evaluation.

Required Skills

- Relevant post-secondary education
- Minimum 2-4 years of project coordination experience in a health or social service related field
- Experience working on issues related to substance use, social determinants of health, harm reduction and/or health promotion
- Proven ability to work independently with minimal supervision, take initiative and perform well in a community based organization.

Complementary Skills

- Writing website content and overseeing site development
- Design and/or collaborate to create promotional materials
- Familiarity or experience working in Peterborough City and County

The successful candidate will be hired as an independent consultant for 35 hours per week from September 2017 to March 31, 2018 at a rate of \$30/h+HST. The successful candidate will be required to complete a Police Check.

Please send your resume and cover letter in **one file** to hire@peterboroughdrugstrategy.com. **Applications are due by noon on August 14th, 2017.** Please include the position in the email title.

PDS is committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should any applicant require an accommodation through the application, interview or selection process, please contact at hire@peterboroughdrugstrategy.com.