



Project Coordinator (Part-time Term position)

Gambling Risk Informed Nova Scotia (GRINS) is a not-for-profit organization serving the province of Nova Scotia. GRINS has an all-volunteer board of community members who care deeply about the health and safety of our communities. Our members' interests include gambling research, community psychology, money laundering through casinos, mindfulness, health promotion, graphic design, not-for-profits, and business.

The mission of Gambling Risk Informed Nova Scotia (GRINS) is "*Working together in community to build informed and caring gambling practices.*" We do this by raising awareness of the harms gambling causes to the entire community and hope to influence the future of gambling in our province. We are not an anti-gambling organization. We want to reduce the harms that current policies create, reduce the stigma against individuals with gambling addiction, and help people make informed decisions on how they use gambling for recreation. We support local businesses and organizations to decrease their reliance on gambling revenues and envision a future without dependence on gambling revenue.

This project's primary objective is to increase the capacity of leaders of youth to offer age-appropriate, engaging workshops and classes to enhance the ability of youths to make informed choices about gambling and "gamblingified" gaming.

Project team and the project coordinator will create interactive materials and a facilitator manual to enable knowledgeable and effective delivery of information to a variety of environments (e.g., youth groups, schools, community events, etc.).

The Project Coordinator, is a part-time term contracted position

Number of Contracted Hours:

Maximum 300 hours. Average 10-15 hours/week

Note: Hours will vary at different stages of the project, so flexibility is needed.

Contract Duration: Thursday January 27, 2022 – July 15, 2022 (estimated completion date - may be earlier)

The Project Coordinator will work from home and provide their own computer and Internet access.

This position reports to the chair of the GRINS Board, unless otherwise specified.

While working independently with minimum supervision, this position provides critical support to all project activities, record keeping and documentation, meeting minutes, agenda and coordination of meeting schedules.

Principal Duties and Responsibilities:

- participate in the development of an action plan and timeline for the project
- develop and update a project schedule that aligns with the action plan
- ensure project team adheres to provided timelines and deliverables
- track finances and manage the budget
- ensure documentation is maintained throughout the length of the project
- organize regular project meetings with the designated contact person from the GRINS board (and other persons as appropriate), present project updates at those meetings and submit a written update on activities and expenses to each GRINS monthly board meeting

- determine and develop needed resource materials to support the project, except where assigned to the Content Developer
- maintain a social media presence
- carry out the community engagement tasks indicated within the action plan, unless otherwise assigned to other contracts
- liaise with other contractees, community partners and student interns as required to coordinate activities
- gather and archive material for project evaluation
- write a final report for the Board of GRINS at the end of the project
- other duties as agreed by mutual consent

Skills:

- ability to work independently and as part of a team
- excellent project management skills
- excellent written and spoken communication skills in English
- ability to adapt to changing environments and timelines
- excellent attention to detail
- excellent organizational skills
- strong interpersonal skills
- ability to organize priorities based on deadlines
- strong computer skills (ideally including Microsoft Office, Google Workspace, WordPress and social media)
- relevant degrees and certifications are an asset.
- experience working with youth is an asset

Rate of Pay:

\$20 - \$25/hour - depending on experience

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. At Gambling Risk Informed Nova Scotia, we welcome applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities and Women or Persons in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

How to Apply:

Interested parties should go to <https://grins.info/jobs> to upload a cover letter and resume.

Deadline is January 11, 2022

Although we appreciate all applications, only candidates selected for interviews will be contacted.

For information on GRINS, see <https://grins.info>