JOB POSTING

PROJECT COORDINATOR

Application Deadline: Nov. 20, 2022
Interview Date(s): Nov 24-25
Rate: $25.50 / hour, 30 hrs/week

ACAS is seeking a passionate person to fill in the position of project coordinator of Strengthening Community Capacity to Support Mental Health and Wellbeing Project.

The project coordinator will deliver activities that strengthen the mental health protective factors of East and Southeast Asian LGBTQ+ youth aged 18-29 in the Greater Toronto Area.

Qualifications

- Familiarity with or lived experience in the East and Southeast Asian LGBTQ+ communities
- Speak, write, and understand one of the East and Southeast Asian languages
- At least 2 years of work or volunteer experience in the youth program
- Workshop design and facilitation skills
- Interpersonal and communication skills
- Demonstrated commitment to anti-oppression, disability justice, sexual health, and harm reduction principles
- Understanding of mental health and mindfulness practices, stigma, and wellness
- Self-directed and able to work flexible hours (in the evenings and weekends)
- Computer skills: MS Office, Google Drive, Zoom
- Graphic design or experience in producing promotional materials is an asset

Responsibilities

- Plan, implement, and evaluate project
- Coordinate and facilitate 12 mental health promotion workshops and 6 drop-in socials
- Outreach to the LGBTQ+ Asian community in the GTA
- Recruit youth participants who identify as part of the LGBTQ+ East and Southeast Asian community
- Monitor project progress, and maintain project statistical records
- Track project expenses and keep financial records
- Prepare project evaluation, write interim and final narrative reports

Please send a resume with 2 references by e-mail to:
Hiring Committee - Asian Community AIDS Services
Email: officeadmin@acas.org
Subject: Youth Mental Health Promotion Coordinator