



**Position:** Project Coordinator

**Status:** Part time, Fixed term contract effective until , February 29th, 2024

**Hours:** 20 hours/week

**Start Date:** on or after March 13th, 2023

**Salary:** \$35.75/hr

**Benefits:** paid sick and vacation leave; health and wellness spending account

**Location:** Remote

TransCare+ is seeking a Project Coordinator to support our new project, Queer and Gender Diverse Access to Knowledge Enhancement and Care Navigation in Rural ON. The Project Coordinator will be responsible for the overall management and organization of the project, working closely and collaboratively with a Steering Committee, Two-Spirit Education Coordinator, 2SLGBTQIAA+ Community Educator, Education Coordinator, and a Two-Spirit Health Outreach Worker.

This project will develop community-led initiatives to equip rurally-located queer and gender diverse (RLQGD) people with knowledge, tools, and supports that seek to advance their health, wellbeing, and care. TransCare+ will achieve this through ongoing community consultation, conducting a community needs assessment and environmental scan, the development of an interactive e-learning platform and resource directory, and the curation of a virtual knowledge-sharing summit led by 2SLGBTQIAA+ community-leaders and wellness experts. Additionally, the project will create community-informed and accessible knowledge enhancement opportunities by delivering care navigation workshops, visual resource tools, and printed education booklets to rurally-located service providers to distribute. Finally, TransCare+ will hire and collaborate with Two Spirit, Indigiqueer, and Indigenous trans and gender diverse folks and communities to develop culturally-focused resources and a specific section of the e-learning platform dedicated to Two Spirit, Indigiqueer, and Indigenous trans and gender diverse health and wellbeing. By the project's conclusion, TransCare+ aims to establish a centralized and publicly accessible resource directory and educational platform to support RLQGD individuals' increased and sustained access to knowledge enhancement, care, and community.

## **Key Responsibilities**

- Co-create project plans/schedules and performance measurement plans;
- Monitors, track, and provide written or verbal updates on project progress against key milestones;
- Coordinates and supports the execution of approved project activities;
- Organizes meetings and provides administrative support, including preparing agendas and meeting packages, recording, transcribing, and distributing minutes;
- Prepares correspondence, reports, memos, communications materials, etc.;
- Hosting and managing online meetings;
- Creating and implementing evaluation tools;
- Writing projects reports for WAGE and the TransCare+ board of directors;
- Collaborating with TransCare+'s treasurer and contracted accountant to maintain careful accounting, bookkeeping and produce finance reports.

## **Education**

At TransCare+, we recognize the value of a variety of educational experiences, including but not limited to academic, career-based, and personal learnings. No one's application will be ignored due to having not met a formal educational threshold. However, a post-secondary education, work-related education, or lived-experience in one of the following areas would be an asset: Project Management, Social Sciences, Education, Business, or Health Sciences.

## **Skills and Qualifications**

- Proficient in Google Suite and Microsoft Office
- Access to reliable internet and the ability to operate virtual meeting platforms
- Experience using Monday.com is considered an asset
- Strong time management and organizational skills;
- Strong communication skills (written, verbal).
- Ability to work independently;
- Ability to work collaboratively with professional and community groups;
- Ability to manage a budget and prepare basic financial reports;
- Ability to prepare reports on project activities;
- Experience working directly with Indigenous 2SLGBTQIAA+ communities;
- Fluent in English: fluency in an Indigenous language(s), French, or another language is an asset;
- Experience in supporting project management (gathering information and updating project data, maintaining project forms, templates and tools, and producing reports);
- Experience in coordinating and facilitating teams and/or complex projects and working in a team-based environment to support the completion/execution of project milestones;
- Experience working with community or non-profit organizations, and/or public health agencies is an asset;

- Experience or familiarity with WAGE or federal funding;
- Understand the current needs related to 2SLGBTQIAA+ health, care, and wellbeing;
- Knowledge of the unique issues faced by rurally-located 2SLGBTQIAA+ folks;
- Work from an anti-colonial, anti-oppressive, and trauma-informed lens;

It is strongly preferred to hire a candidate who identifies as 2SLGBTQIAA+. Individuals who identify as transfeminine, BIPOC (i.e., Black, Indigenous, Person of Colour), and/or disabled will further be prioritized. We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

### **Accommodation**

TransCare+ is happy to provide any needed accommodations for candidates during the hiring process and during employment. To request an accommodation, please email Jacob Barry, [hello@transcareplus.org](mailto:hello@transcareplus.org).

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To apply, click [here](#).

Please complete this form by Feb. 26th at 11:59pm EST. If you experience any difficulties submitting alternative formats via this form, please send your application to [hello@transcareplus.org](mailto:hello@transcareplus.org) with the subject line: [Your Name] - [Position Title]. If you have any inquiries or questions, please email [hello@transcareplus.org](mailto:hello@transcareplus.org).