



Canadian Drug  
Policy Coalition

Coalition canadienne  
des politiques  
sur les drogues



SIMON FRASER  
UNIVERSITY  
ENGAGING THE WORLD



CARMHA  
Centre for Applied Research  
in Mental Health & Addiction

## Program Coordinator - Job Posting

The Canadian Drug Policy Coalition (CDPC) is a coalition of individuals and civil society organizations that envision a safe, healthy and just Canada in which drug policy and legislation as well as related institutional practices are based on evidence, human rights, social inclusion and public health. Its mission is to facilitate improvement in Canadian and international drug policy by:

- Producing and advancing constructive policy recommendations
- Building sustainable, mutually enhancing partnerships
- Assembling and disseminating clear information and analysis
- Fostering productive dialogue and action within civil society

Founded in 2010 CDPC is a partner project with Simon Fraser University's Centre for Applied Research in Mental Health and Addiction and is active across Canada and internationally. As a broad coalition of organizations and individuals working to improve Canada's drug policies CDPC has developed strong relationships with other organizations in the areas of public health, human rights, social justice and drug policy in Canada. CDPC works with a variety of organizational partners at the local, national and international level and stress the inclusion of people who use drugs and their organizations in the development of drug policies.

CDPC's work has contributed to the development of four national conferences, over 45 public events and workshops, and CDPC staff and Steering Committee members have participated in over 40 presentations on public health approaches to drug policy over the past five years. CDPC's work is focused on the importance of social inclusion, dialogue and evidence in the creation of drug policies in Canada, to ensure the health, well-being and human rights of all Canadians. <sup>[[1]]</sup> <sub>[[5EP]]</sub>

### The work you will undertake:

As Program Coordinator, you will support the implementation of CDPC's program of activities and manage the Coalition's administrative tasks. Your primary responsibilities will focus on a broad range of administrative supports to ensure the operational and financial sustainability of the Coalition. This position reports directly to the Executive Director and works closely with all members of CDPC's staff team.

### On a daily basis, you will:

- Coordinate and manage work plans and resources to ensure projects achieve their goals and objectives.
- Manage all project and organizational budgets to ensure cost-effectiveness, program accountability and strategic direction.
- Manage financial transactions, human resources, record-keeping and budget projections.
- Liaise with various administrative departments at Simon Fraser University to ensure the proper execution of CDPC's projects, contracts and financial obligations.
- Oversee the preparation and coordination of funding proposals, grant execution and reporting to fulfill all accountability requirements and deadlines detailed by grantors.

- Assist in compiling a record of CDPC activities for the purposes of grant reporting and communications projects.
- Ensure effective communication with CDPC's Steering Committee through group coordination, meeting minutes and status updates.
- Complete in a timely fashion records of decisions taken at CDPC Steering Committee meetings and other committees as needed.
- Help manage strategic outreach efforts for publications, social media campaigns and other communications.
- Assist in organizing public events, dialogues, workshops and/or media events with multiple stakeholders and some volunteers.
- Engage with Coalition members and supporters in relation to projects, working groups and/or communications.
- Contribute creatively to program ideas, team building strategy and knowledge translation efforts.
- Work collaboratively with diverse partner organizations to broaden and deepen CDPC's networks across Canada and internationally.
- Assist with other duties as assigned

### Who you are:

You have completed a Bachelor degree in a relevant discipline or equivalent experience.

- You have 2-3 years of experience in project coordination, with skills including: strategic planning, resource and financial management, grant reporting, risk management and problem solving.
- You have excellent time management and organization skills.
- You have strong experience in budget administration.
- You are a leader, have a talent for problem-solving, tackling complex logistics, and a passion for building networks.
- You have knowledge of issues and policies surrounding substance use and drug policy issues or are eager to learn.
- You work well within a diverse and international community of change agents.
- You have experience organizing public events, dialogues, workshops and/or media events with multiple stakeholders.
- You have excellent interpersonal, written and verbal communication skills.
- You are fluent in English.
- French language fluency is preferred
- You have excellent working knowledge of Word, Powerpoint, Excel and Adobe Acrobat.
- You can manage multiple databases, schedules and working groups.
- You have strong technical troubleshooting skills with standard office and telecom tools.
- You see a future in which the war on drugs is over - a time when people understand that substance use is a part of human behaviour and strategies to address harm related to drug use are built on principles of public health, human rights, social inclusion and informed by evidence.

### Bonus skills you might have:

- Experience in graphic design or art direction.
- Experience with Adobe Photoshop, Illustrator, InDesign and/or basic WordPress functions. Please include 2-3 portfolio examples with your CV, if available.

- Experience in knowledge translation and/or government relations will be considered an asset.

**Where you will be working:**

CDPC is a part of the Centre for Applied Research in Mental Health and Addiction (CARMHA) in the Faculty of Health Sciences at Simon Fraser University (SFU). Our offices are located at SFU's Harbour Centre campus in downtown Vancouver, BC.

This is a full-time contract position. Work takes place during regular business hours however some flexibility and travel may be required for special events.

**How to apply:**

Please submit a resume and cover letter (in PDF format) to [jobs@drugpolicy.ca](mailto:jobs@drugpolicy.ca) by **June 21, 2019**. Candidates selected for an interview will be contacted by email. Thank you to all who apply.