



## Health Association of African Canadians

*Our Health is our Wealth*

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### **Project Coordinator Community Wellness Project**

Health Association of African Canadians (HAAC)  
Dartmouth, Nova Scotia

#### **About HAAC**

The Health Association of African Canadians works to improve health outcomes and access to culturally competent care for Black people in Nova Scotia. Through community partnerships, outreach, and culturally grounded programs, HAAC supports mental health, wellness, and prevention initiatives that strengthen individuals, families, and communities.

#### **About the Project**

The Community Wellness Project will deliver culturally competent trauma counselling, substance use prevention programming, youth mentorship, and family support services across Nova Scotia. The project focuses on improving access to mental health and substance use supports for Black individuals and families affected by trauma, violence, and addiction.

Health Canada Application Form-...

#### **Position Overview**

HAAC is seeking a motivated and organized Project Coordinator to support the delivery of this community wellness initiative. The Project Coordinator will coordinate project activities, support participant engagement, and ensure that programs are delivered effectively and on schedule.

This role requires someone who is comfortable working with community members, coordinating programs, managing information, and supporting reporting requirements.

#### **Key Responsibilities**

##### **Program Coordination**

Coordinate scheduling and delivery of project activities including counselling sessions, support groups, youth mentorship programming, and parent workshops.

Work closely with counsellors, facilitators, and community partners to ensure activities are delivered effectively and on schedule.

Support the planning and coordination of workshops, prevention activities, and community events.

##### **Participant Engagement**

Support participant intake and registration processes.

Maintain communication with individuals and families accessing services.

Ensure participants have clear information about available programs and supports.

##### **Community Outreach**

Assist with outreach and promotion of programming through community organizations, partners, and events.

Support the distribution of prevention and harm reduction information and materials.

### **Data Tracking and Evaluation**

Maintain records of participation, program activities, and referrals.

Track program indicators such as participation numbers, demographics, and knowledge gains.

Assist with program evaluation and reporting requirements.

### **Project Administration**

Maintain project documentation including attendance records, activity logs, and outreach records.

Prepare activity summaries and support progress reporting to funders and organizational leadership.

### **Qualifications**

- Post secondary education in community development, public health, social work, or a related field
- Experience coordinating community programs or health initiatives
- Strong organizational and communication skills
- Ability to work effectively with diverse communities
- Experience with data tracking, reporting, or program evaluation is an asset
- Knowledge of trauma informed care, cultural competence, and community-based experience considered a strong asset
- Experience working in mental health, substance use prevention, harm reduction, or community outreach programs is considered a strong asset

### **Additional Requirements**

- Valid driver's licence and access to a reliable vehicle required
- Ability to travel within Nova Scotia to attend meetings, outreach activities, and community programming
- Willingness to work occasional evenings or weekends to support community events and program delivery

### **Employment Details**

Location: Dartmouth, Nova Scotia

Term: Contract position to March 31, 2027

Start Date: As soon as possible

Salary: Competitive and commensurate with experience