



The Canadian Drug Policy Coalition:

The Canadian Drug Policy Coalition (CDPC) is a coalition of individuals and civil society organizations that envisions 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. Our mission is to facilitate improvement in Canadian and international drug policy by (1) producing and advancing constructive policy recommendations; (2) building sustainable, mutually enhancing partnerships; (3) assembling and disseminating clear information and analysis; and (4) fostering productive dialogue and action within civil society.

CDPC has been active across Canada and internationally since 2010 and established its founding principles in 2011. Our structure as a coalition has developed fruitful relationships and has led to the production of numerous policy documents and communications, over 45 public events and workshops, and multiple dialogue appearances over the past five years. CDPC works with a variety of partners at the local, national and international level and stresses the inclusion of people who use drugs and their organizations in the development of drug policies.

Your work with us:

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 small staff team.

On a daily basis, you will:

- Be an efficient coordinator, managing 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, records and budget projections.
- Liaise with various administrative departments at Simon Fraser University to ensure the proper execution of CDPC's projects, office requirements 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 CDPC activity and communications data 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.
- Help manage strategic outreach efforts for publications, campaigns and communications.
- Assist in organizing public events, dialogues, workshops and/or media events with multiple stakeholders and volunteers.
- Engage with Coalition members and supporters in relation to projects, working groups and/or communications.
- Contribute creatively to program ideas, team strategy meetings and knowledge translation efforts to develop exciting policy projects.
- Be an effective communicator and team player for successful project delivery.
- Work collaboratively with diverse partner groups to broaden CDPC's networks across Canada and internationally.
- Assist with other duties as assigned.

Who you are:

You have completed a Bachelor's 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, communication, 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 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 knowledge of issues and policies surrounding substance use and addictions, prevention and harm reduction strategies, or are eager to learn.
- You have excellent interpersonal, written and verbal communication skills.
- You are fluent in English. Bilingualism (English/French) will be considered an asset.
- You have excellent working knowledge of Word, PowerPoint, Excel and Adobe Acrobat.
- You can manage multiple databases, schedules and working groups.
- You have experience using social media accounts such as Facebook and Twitter.
- You have strong technical troubleshooting skills with standard office and telecom tools.

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 managing a NationBuilder supporter database.
- 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 one-year, Part-Time contract position for **4 days per week (28 hours/week) at \$27.00 per hour**. Some flexible scheduling and/or travel may be required for special events.

How to apply:

Please submit a resume and cover letter (in PDF format) to jobs@drugpolicy.ca by **July 15, 2018 at 11:59 pm Pacific**. Candidates selected for an interview will then be contacted by email.

Thank you and have fun!

—The CDPC Team