

We're Hiring!



**Posting:
A21838**

**PQI, Risk Management and
Training Coordinator**
Full-Time (35 hours per week)

People and Culture

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

As a PQI, Risk Management and Training Coordinator, the role enables Options Community Services' (OCS) projects and programs to run successfully and efficiently. The Training Coordinator will work with colleagues across the organization and our network to develop and review existing project management plans to achieve our mission and objectives. This role will be responsible for a number of projects across the organization which will require day-to-day management, relationship and stakeholder engagement.

HIGHLIGHTS OF KEY RESPONSIBILITIES

Overall Project Coordination: Working closely with the Deputy Executive Director People and Culture (DED, P&C), utilizes project management system(s) and processes to coordinate overall work plans and ensure projects are kept on track to meet deadlines and deliverables, managing risks and escalation where necessary. Improve existing and develop new education and project management tools/activities to track and meet deliverables.

Communication and Reporting: Prepare and format written correspondence including reports, memos and meeting agendas, supports preparation of various reports, monitors and provide progress reports to the DED, P&C.

Meeting Coordination and Administration: Coordinate and schedule meetings with internal/external stakeholders and OCS committees. Develop invitations, agendas and minutes, coordinates project pilot roll outs and delivery, in-person and online training for employees, delivery of final products/packages/tools. Liaise with Executive Team (E-Team) and OCS Managers to establish deliverables and coordinate dissemination activities.

QUALIFICATIONS

Education, Training, and Experience

The candidate must have:

- Bachelor's degree or equivalent combination of related skills and experience
- 2(+) years of experience working in the human services field

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Feb-10

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

- Excellent understanding of the purpose and process of COA accreditation. Previous experience leading an accreditation process is desirable
- Familiar with Risk Management systems, terminology and processes
- Strong project coordination skills and demonstrated ability to manage in a multi-project environment
- Proficiency with Microsoft Office applications, particularly Word, and Excel

Knowledge Skills and Abilities:

- A sound understanding and appreciation of PQI
- Excellent verbal and written communication skills
- Excellent analytical skills
- Superior organizational skills
- Creative problem solving and conflict resolution skills
- Excellent time management skills
- Demonstrated ability to interact professionally with a diverse group; executives, managers, and subject matter experts
- Excellent attention to detail
- Ability to successfully engage in multiple initiatives simultaneously
- Flexibility and willingness to try new tasks with minimal training
- Ability to motivate and coach others
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines
- Models OCS Principles: Diversity, Integrity, Resourcefulness, Collaboration and Excellence
- Commits to personal and professional growth and development

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **June 17, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Recruitment
Options Community Services Society

Email: **Recruitment@options.bc.ca**

Please include a cover letter indicating the posting number **[#21838]** and detailed resume outlining your qualifications and related experience for the position.

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