



**PROJECT LEAD**  
**Casual, 100 hours**  
**February – September 2024**

***Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.***

Options Community Services is looking for a Project Lead to join our team. This role is integral to a project aimed at improving community understanding about the social services infrastructure available to Delta residents who use substances and their families.

The project is funded through the Urban Matters Peer Microgrants program, which focuses on empowering individuals with lived or living experiences of substance use ('peers'). Options, on behalf of a group of peers, aims to conduct a survey of social services, share the results at a Community Forum, and advocate for improved access to services. The Project Lead will work closely with a Peer Coordinator and peers, contributing to the development, distribution, and analysis of the survey, and supporting the presentation of findings at the Community Forum.

This project will be guided and supported by a Project Advisory, comprising staff from Options, Fraser Health, City of Delta, and the Delta Police Department.

Responsibilities include but are not limited to:

- Collaborating with the Project Advisory and peers to develop a survey.
- Supporting peers in distributing and collecting responses from at least 50 residents using substances in Delta.
- Administering honorariums to survey respondents and peers; manage project budget (\$10,000)
- Analyzing the survey results and writing a comprehensive summary report.
- Supporting community partners and peers in developing and delivering project findings at a Community Forum

The ideal candidate will have a strong background in working with people with lived experience of using substances, coupled with a deep understanding of the toxic drug supply crisis and the associated stigma. The Project Lead will also be responsible for organizing public events, making experience in this area a valuable asset.

**Qualifications:**

The successful candidate will possess a degree in Business, Public Health, Social services, Applied Science or a related field or an equivalent combination of education, training and experience. They will possess demonstrated expertise in project coordination and management, with a track record of developing surveys, analyzing results, and providing concise summaries.



In addition to these skills, the ideal candidate should have experience handling financial inquiries related to projects, including managing honorariums and reconciling budgets. Knowledge of substance use and mental health services in Delta is crucial, as well as a solid understanding of trauma-informed and culturally safe practices, incorporating motivational interviewing techniques.

This is a non-unionized position with an hourly rate of \$55 an hour.

Please submit your applications to [Careers@options.bc.ca](mailto:Careers@options.bc.ca) by 4:00 pm on January 31, 2024.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice.

We thank all applicants for their interest in working with OCS. Due to the volume of applicants, only those qualified and shortlisted will be contacted.

***The land which we are on is the unceded territories of the Coast Salish peoples including Kwantlen, Katzie, Matsqui, Musqueam, Semiahmoo, Tsawwassen, Kwikwetlem and the Sto:lo Nations.***