



November 15, 2024

**Re: QomQem Program Manager**

QomQem Coastal Connections is an Indigenous-led harm reduction program that developed in partnership with [Peers Victoria Resources Society](#). We offer [harm reduction and health care services](#) to Indigenous peoples who are unhoused, precariously housed, and who may be using substances and/or alcohol. As a team that celebrates diversity, we welcome our relatives and allies from diverse backgrounds, sexualities, genders, abilities, beliefs, and identities. This position is posted for 35 hours per week, Monday to Friday with the possibility to work on weekends. You will report to the QomQem Coastal Connections director. The position is funded until March 31, 2025 with the possibility of funding renewal.

Please send resume to: [director@qomqem.com](mailto:director@qomqem.com) by December 4<sup>th</sup>, 2024

**Program Management and Report Writing**

- Monitor completion of all program records (housing, outreach, sexual assault services). You may be asked to work with program leads in other programs to complete records and complete outcome reports to submit to the director for inclusion in reports to funders, annual report and program planning
- Review and approve program petty cash and keep records compliant with contracted financial management requirements; submit all program expenses to financial manager and work with financial manager and director to monitor program expenses and submit financial reports
- Oversee supply ordering carried out by program leads associated with the programs you manage and other related expense planning and approval
- Work with the director and other managers to complete funding applications associated with the programs you oversee; typically, this would include being aware of application dates and co-writing applications in partnership with the director or other staff contracted for this work
- Order harm reduction supplies in collaboration with other Peers managers to ensure program services;
- Work with the office admin support and director to support maintenance of program vehicles and other supplies.

**Human Resource Support**

- Provide guidance on program decisions to staff
- Assist with coordinating staff meetings and info needed for meetings, training events and staff communication including biweekly payroll processing
- Organize and manage new employee orientation, on-boarding, and training programs
- Oversee and assist with supervising and training volunteers and practicum students
- Assist with call outs and scheduling



- Manage sick leave and vacation time requests
- Complete regular employee evaluations
- Hear and advise on staff concerns
- Be available to address and mediate workplace conflicts as needed
- Your primary program management responsibilities are Housing, Outreach, and the Sacred programming, but may include other programs as needed
- Work collaboratively with the Peers Victoria Resources Society to grow the partnership and collaborative work

### **Other Duties**

- Assist with event planning and other fundraising activities
- Assist with public education and other community events
- Staying connected to Indigenous Street Community by attending events, and spending time in the community

### **Skills/Requirements:**

- 3+ years of previous experience working in management in the non-profit sector (project and human resource coordination experience will be considered);
- Masters' degree in human service field or equivalent experience;
- Proposal writing skills and searching for funding;
- Research and writing skills related to current harm reduction practice to broaden QomQem's harm reduction practice in community;
- Demonstratable leadership experience, preferably within Indigenous communities and the non-profit sector;
- Excellent organizational development capacities including strong computer technical skills (Office 365, cloud-based electronic filing systems, word processing, database, spreadsheet, social network and publishing applications);
- Strong verbal and written communication skills;
- Proven ability to support staff, contractors, volunteers, and students;
- Knowledge of ethical practice in human service environments;
- Knowledge of Indigenous Harm Reduction Practice and connection with local nations to continue building relationships as needed;
- Strong interpersonal skills and collaborative, team oriented, and Indigenous focussed service approach;
- Commitment to applying Indigenous values and principles to health and social care;



- Strong organizational and time-management skills.

**Job Details:**

- Starting at \$36 an hour, but open to negotiation depending on experience.
- 35 Hour position, scheduled Monday – Friday, completed between 9:00 AM – 5:00 PM, with some flexibility to accommodate preferences and/or evening or weekend training events;
- Vulnerable Sector Criminal Record Check required;
- Position is designed to be a permanent role.