

**WE ARE ACCEPTING
SUBMISSIONS FOR A**

CAT COORDINATOR



SUBMISSIONS ARE OPEN UNTIL NOVEMBER 24TH, 2023

SNAPSHOT:

THE VANCOUVER COMMUNITY ACTION TEAM (VANCAT) IS SEEKING A COORDINATOR TO OVERSEE CAT INITIATIVES AND DAY TO DAY ACTIVITIES. THE COORDINATOR WILL MANAGE THE WORK OF THE VANCOUVER CAT, INCLUDING PLANNING AND COORDINATING MEETINGS AND EVENTS, COMMUNICATING BETWEEN CAT MEMBERS, PREPARING MATERIALS, AND COMPLETING ADMINISTRATIVE TASKS RELATED TO THE CAT.

BACKGROUND

WHAT IS A COMMUNITY ACTION TEAM?: IN PARTNERSHIP WITH THE MINISTRY OF MENTAL HEALTH AND ADDICTIONS' OVERDOSE EMERGENCY RESPONSE CENTRE (OERC), THE COMMUNITY ACTION INITIATIVE (CAI) FUNDS COMMUNITY ACTION TEAMS (CATS) IN COMMUNITIES HARDEST HIT BY THE DRUG POISONING CRISIS ACROSS BC.

SINCE JULY 2018, ANNUAL GRANTS HAVE BEEN MADE AVAILABLE FOR CATS ACROSS BC WHOSE INITIATIVES ALIGN WITH THE OERC'S COMPREHENSIVE PACKAGE OF INTERVENTIONS. THE PURPOSE OF THE COMMUNITY ACTION TEAM GRANTS IS TO HELP COMMUNITIES DEVELOP PARTNERSHIPS TO PROVIDE FOCUSED, ACTION-ORIENTED STRATEGIES THAT WILL HELP TO ADDRESS THE POISONED DRUG CRISIS ON A LOCAL LEVEL. VANCOUVER IS ONE OF 35 OPERATING CATS IN B.C. SELECTED TO RECEIVE CAT FUNDING.

WHAT DOES THE CAT DO?: THE CAT WORKS TO SUPPORT THE DEVELOPMENT, COORDINATION, AND COMMUNICATION OF LOCAL OVERDOSE EMERGENCY RESPONSE STRATEGIES WITHIN VANCOUVER. OUR GOAL IS TO COLLECTIVELY WORK TO SAVE LIVES AND REDUCE HARMS IN THIS DRUG POISONING EPIDEMIC, WHILE CENTERING AND DRAWING ON THE VOICES OF PEOPLE WITH LIVED AND LIVING EXPERIENCE (PWLE) OF SUBSTANCE USE.

WE WORK TOGETHER TO FIND SOLUTIONS, RECOMMEND INTERVENTIONS, AND ADVOCATE FOR PEOPLE WHO ARE MOST IMPACTED BY THE TOXIC DRUG CRISIS. MUCH OF THIS WORK COMES THROUGH CAT WORKING GROUPS AND PROJECTS. THROUGHOUT THIS PROCESS, WE ARE COORDINATING OUR ACTIONS AND SHARING INFORMATION ACROSS OUR CAT MEMBER AGENCIES. OUR STRATEGY IS TO PROVIDE A UNIFIED RESPONSE THAT WILL HELP INFORM THE PLANS AND POLICIES OF THE CITY OF VANCOUVER, VANCOUVER COASTAL HEALTH, AND OTHER KEY STAKEHOLDERS IN THIS DRUG POISONING EPIDEMIC.

PLEASE SEE NEXT PAGE FOR MORE IMPORTANT INFORMATION BEFORE APPLYING

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SCOPE OF WORK & DELIVERABLES

- USING BEST PRACTICES IN COMMUNITY ENGAGEMENT AND PUBLIC CONSULTATION, THE COORDINATOR IS RESPONSIBLE FOR COORDINATING THE VANCOUVER COMMUNITY ACTION TEAM (CAT) TO PROMOTE THE IMPLEMENTATION OF THE MINISTRY OF MENTAL HEALTH AND ADDICTIONS' COMPREHENSIVE PACKAGE INTERVENTIONS IN RESPONSE TO LOCAL NEEDS IN THE OVERDOSE CRISIS.
- MANAGE DAY-TO-DAY CAT ADMINISTRATIVE, PLANNING AND COMMUNICATIONS WORK.
- FACILITATE CAT MEETINGS AND PROVIDE ACTION PLANS AND STATUS REPORTS TO THE CAT
- WORK WITH THE PLANNING COMMITTEE TO ENSURE THE GOALS OF THE CAT ARE ACHIEVED BY TRACKING AND REPORTING ON MILESTONES AND DELIVERABLES AND THROUGH ONGOING EVALUATION.
- MAINTAIN ENGAGEMENT WITH CAT MEMBERS AND COLLABORATORS, INCLUDING THOSE WITH ONGOING CAT PROJECTS.
- MAINTAIN RECORDS OF CAT EXPENSES AND REPORTING UNDER THE DIRECTION OF THE PLANNING COMMITTEE AND IN ACCORDANCE WITH THE PROTOCOL AND PROCESSES OF THE FUNDER AND FINANCIAL SPONSOR.
- MANAGE EVENT PLANNING WITH TASKS INCLUDING BUT NOT LIMITED TO, COORDINATING VENUES, SPEAKERS, RESOURCES, MEALS, ATTENDEES/REGISTRATION, EVENT ACTIVITIES, SPECIAL REQUIREMENT NEEDS, GIFT BAGS, PRIZES, HONORARIA, TIMELINES, BUDGETS, AND SAFETY PLANS.
- BUILD RELATIONSHIPS WITH ORGANIZATIONS WORKING ON OVERDOSE RESPONSE, INCLUDING GROUPS LED BY PEOPLE WHO USE DRUGS, LOCAL NON-PROFITS, COMMUNITY MEMBERS AND PEERS TO HELP INFORM CAT INITIATIVES AND COMMUNITY NEEDS
- CONSULT WITH COMMUNITY GROUPS AND HEALTH CARE PROFESSIONALS TO IDENTIFY TRENDS, NEEDS, AND PRIORITY OVERDOSE RESPONSE ISSUES.
- COMMUNICATE BARRIERS ENCOUNTERED BY THE CAT TO THE OERC.
- PARTICIPATE IN PUBLIC RELATIONS AND PROMOTION ACTIVITIES: PREPARE PUBLIC RELATIONS MATERIAL, ADVERTISEMENTS, AND ARRANGE MEDIA COVERAGE FOR EVENTS.

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Contract Term: The contract duration will be from Jan 1st, 2024 - December 31st, 2024, with possibility of extension, depending on CAI and CAT funding availability.

Hours of work: Up to 20 hours/ week

Remuneration: Please state your expected salary in your submission.

Application Requirements: Applicants must have experience working with people with lived and living experience of substance use, or have their own experiences and are familiar with the DTES Community and organizations working on the toxic drug supply crisis in Vancouver. This is a remote position for people living in the Vancouver area, as such applicants need to have access to a work space, computer, reliable internet and phone, plus any supplies required to carry out the work. Some examples might include a: Zoom Account, Microsoft Account, Canva Account etc

When sending in your submission, please use this as the subject line: "**Vancouver CAT Coordinator Submission 2024**"

Applicants must be available for interviews the week of Nov 27th, 2023

Onboarding: Tuesday December 5th, 2023 - Thursday Dec 7th, 2023 from 9:30-12:30 & Tuesday Dec 12th - Thursday Dec 14th, 2023 from - 3:00 - 5:00.

**APPLY
NOW**

**SEND YOUR
SUBMISSIONS TO:**

catcoordinator@outlook.com

THANK YOU FOR YOUR INTEREST!