

Project Coordinator

Solutions for Kids in Pain (SKIP) is a knowledge mobilization network that seeks to bridge the gap between current treatment practices and available evidence-based solutions for children's pain in Canadian health institutions. We are a non-profit organization based at Dalhousie University in Halifax, Nova Scotia, co-led by Children's Healthcare Canada. Our vision is healthier Canadians through better pain management for children, and our mission is to improve children's pain management by mobilizing evidence-based solutions through coordination and collaboration. Effective information sharing, project management and strong stakeholder engagement are at the heart of SKIP's knowledge mobilization activities

SKIP brings together Canada's world-renowned pediatric pain research community, front-line knowledge user organizations, and end beneficiaries (patients and caregivers). Guided by a diverse and experienced Board, SKIP capitalizes on the engagement of 48 Children's Healthcare Canada member organizations, over 100 partners, five regional hubs, and patients and caregivers (using a "Patients Included" approach) to collaborate and co-produce interconnected knowledge mobilization activities.

Position Description:

Reporting to the Managing Director, the Project Coordinator will join our small but mighty administrative centre team to support two key projects at SKIP (Opioids and Our Youth and the Molly Appeal-EDI). Taking the lead role in collaborating with SKIP hubs and key stakeholders, the Project Coordinator will be relied on to ensure the plans and strategies for our projects are effectively managed and successfully delivered. This role will support all aspects of the project lifecycle including managing project scope, quality, consistency, timelines, and evaluation of success. The Project Coordinator will bring project management experience to the team and we look forward to learning about innovated ways to efficiently execute on multiple-high priority initiatives.

Duties and Responsibilities

Relationships and Networking

- Communicate with professionalism and maintain confidentiality in all interactions.
- Understand the pulse and culture of the team by anticipating needs and contributing to a positive and healthy work environment.
- Actively identify opportunities to connect with and provide administrative support to SKIP colleagues across Canada.
- Build strong relationships with peers in other key organizations in SKIP's network.
- Develop productive relationships with external vendors and key contacts at Dalhousie University.

Project Oversight

- Develop and manage a comprehensive Project Charter for each project, engaging the

appropriate stakeholders through to completion.

- Create, maintain, and monitor project schedules, including activity planning, sequencing, and resource planning.
- Assist the Manager of Operations with regular reviews and updates to project budgets.
- Maintain all project management documentation with responsibility for version control.
- Provide regular updates on project status to various levels within the organization (operational teams, Hub Leads, Leadership Team) and external partners.

Meeting & Event Support (Virtual & In-person)

- Lead scheduling for project related meetings, special events, ad-hoc meetings with partners and stakeholders, and committee meetings
- In collaboration with relevant SKIP team members, schedule meetings for the various SKIP Project Committees, drafting and distributing agendas and materials ahead of time, as well as recording and revising meeting minutes.
- Support team members with scheduling ad-hoc meetings with partners and/or the SKIP network, as needed.
- Support team members with drafting and formatting key correspondence, reports, letters of agreement, and any other contract deliverables, as required.
- Send pre-event, event, and post-event communications to speakers and guests to ensure accurate information sharing and a positive experience with our SKIP team.
- Provide tech support for virtual and in-person meetings.

Qualifications and Position Requirements:

- 1 + year experience as a project coordinator or equivalent training
- Completion of post-secondary diploma or degree in a relevant discipline.
- Ability to anticipate and prioritize workload, multitask, and meet time-sensitive deadlines.
- Extremely well organized and tech-savvy, with the ability to navigate complex schedules.
- Attentive to detail with a high regard for quality and the ability to work quickly and accurately.
- Ability to work independently under minimal supervision
- Demonstrate a highly collaborative nature within a team structure.
- Highly skilled in Microsoft Office suite, including MS Word, PowerPoint, Excel, and Outlook to develop and maintain documents and presentations, track activities, communicate with stakeholders.
- Communicate effectively and efficiently, both verbally and in writing.
- Demonstrate ability to maintain confidentiality and privacy.
- Flexible and willing to adapt in the role to meet SKIP and stakeholder needs.
- Knowledge of working within post-secondary structures and systems is an asset.
- Experience in event planning/management an asset.
- Bilingualism (English/French) is an asset.



Details & Application

This is a full-time position (37.5 hrs/wk) with a salary range of \$50,000-\$60,000, plus benefits and vacation. As a member of the SKIP team, you will have access to a RRSP and a comprehensive benefits plan. The Project Coordinator will be based at the SKIP Administrative Centre located on the Dalhousie campus in Halifax and collaborate with colleagues from SKIP Hubs and partners located across Canada. The SKIP team currently has a hybrid model of working in-office and at home

How to Apply

1. Submit applications via [this online form](#)
2. **Apply by 11:59pm Atlantic on Friday, July 8th, 2022.**

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Candidate screening will begin in July 2022 and will continue until a successful candidate is found.

We encourage applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

Candidates must be legally permitted to work in Canada.

To learn more about SKIP, visit kidsinpain.ca