



## **FAMILY SERVICES of the NORTH SHORE**

Part-Time (28 hours / 4 days per week)

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Position:	Project Coordinator – Jessie’s Legacy Eating Disorders Prevention and Awareness Program (Jessie’s Legacy)
Position #:	20-1235
Reports to:	Manager – Jessie’s Legacy Eating Disorders Prevention and Awareness Program
Location:	North Vancouver office and Home office
Closing Date:	October 12, 2020

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### **The Agency:**

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must first take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

### **The Program:**

Jessie’s Legacy Eating Disorders Prevention and Awareness program provides education, resources, and inspiration to prevent eating disorders and address disordered eating.

Created and operated by Family Services of the North Shore, this innovative program supports BC youth, families, educators and professionals through online resources, live events, social media, and the Love Our Bodies, Love Ourselves movement.

### **The Job:**

Working with your Program Manager, you will coordinate the Provincial Eating Disorders Awareness Week (PEDAW) campaign. You will work with community partners, support messaging, create and distribute materials, organize, and support events.

You will facilitate project planning by coordinating committee meetings including scheduling, preparing supporting documents, taking minutes and follow-up with committee members in support of the Program Manager.

You will prepare and revise documents, presentations, forms, posters, surveys, and other communication materials as requested by the Program Manager. You will ensure that materials are kept organized both in hard-copy and electronically.

You will be responsible for updating and maintaining the Jessie's Legacy website, e-newsletter and the Love Our Bodies, Love Ourselves blog. You will create content as well as soliciting content from external sources. You will ensure that materials both for the website and printed content are in plain language and are easy to understand.

You will work with schools across the Lower Mainland to coordinate health promotion and prevention presentations for students and communities with a focus on improving health outcomes for young people.

This is a part-time (28 hours per week – 4 days per week) role. This position can expect to work both from the Agency's office and from your own home office.

**The Candidate:**

The ideal candidate will:

- Have a BA or Bed in psychology, education, public health or a related field.
- Significant experience coordinating complex projects.
- Demonstrated knowledge of eating disorders and common mental health challenges such as anxiety, depression, and substance use.
- Experience updating websites and writing blogs.
- Experience in at least two of the following areas:
  - Reviewing and evaluating academic literature,
  - Health literacy or health promotion,
  - Writing plain language material,
  - Creating professional looking reports, brochures, and correspondence.
- Experience working in a not-for-profit is an asset.

In addition, you are:

- Self-motivated with the ability to think logically and problem-solve.
- Highly organized with demonstrated business writing, proofreading, editing and verbal communication skills, and a high level of attention to detail.
- Able to take direction and work independently.
- Able to handle sensitive information in a confidential manner.

Fluency in a language in addition to English would be a significant asset.

Family Services of the North Shore is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply to become part of our Agency.

*Please respond, in confidence, with cover letter and resume to:*

*Kathleen Whyte*

*Senior Manager of Human Resources*

*Family Services of the North Shore*

[careers@familyservices.bc.ca](mailto:careers@familyservices.bc.ca)

*While we thank all applicants for their interest, only short-listed candidates will be contacted*