

QOMQEM COASTAL CONNECTIONS

INDIGENOUS HARM REDUCTION & HEALTH SERVICES



QomQem Administrative Coordinator

QomQem Coastal Connections is a grassroots Indigenous-led outreach 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 20 hours per week at \$32 per hour. The position is funded until March 31, 2024 with the possibility of funding renewal. Funding for this position comes from Reaching Homes.

Requirements for Administrative Coordinator

Maintain overall flow for workplace operations related to QomQem Coastal Connections:

1. Provide administrative support for QomQem Coastal Connections – this includes supporting the growth of the program and finding ways to best support the administration as it develops
2. Support staff with admin related questions & tasks, answer calls/emails and direct referrals, that come in from community, to appropriate QomQem staff member and develop & maintain filing systems related to programming;
3. Onboard new QomQem Coastal Connections staff and help to maintain employee files;
4. Coordinate the Indigenous Outreach Workers (IOW) Network meetings that occur weekly and in person. This can include emailing information to IOW members, taking minutes at meetings, setting agenda's, following up on action items and supporting the follow through of initiatives and events being planned by the IOW;
5. Attend meetings that the program director may be unavailable for, taking notes or bringing information forward as needed.
6. Support the team in coordinating cultural events that are led by the QomQem Coastal Connections team or other events (such as the IOW Pop-Up Tent); this can include helping to organize community events such as dinners, picnics etc. and work in order to build relationship with Indigenous folks that we support. (While communicating with the Indigenous Programs Director about funding/costs before organizing.
7. Support QomQem coordinators with ordering supplies and other program needs.

Skills/Qualities:

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- Ability to work with Individuals representing diverse Indigenous Nations, while respecting the governance and protocols of local Coast Salish people including the LKWUNGEN, WSANEC, Kwakwaka'wakw and Nuuchahnulth nations;
- Strong administrative skills related to managing emails, coordinating and leading events, and managing appointment times with folks that we support
- Knowledge of local Indigenous and non-Indigenous social services including housing, income and food security supports that may benefit persons served;
- Strong understanding of the needs of unsheltered individuals and knowledge on how to support this diverse community;
- Approachable, non-judgmental, empathic, and calm in conflict or crisis;
- Knowledge of Indigenous approaches to positive sexuality and substance use harm reduction models;
- Strong communication skills and collaborative approach;
- Knowledge of diversity of local sex industry and ability to connect with target population;

Job details:

- 20 hours per week, with opportunities to add additional hours if needed;
- Pay is \$32/hr
- Requires a valid BC driver license and preferably use of personal vehicle;
- A degree in Indigenous Studies or social service provision or equivalent experience in community support (3 years plus) is an asset;
- Food safe is an asset and Vulnerable Sector Criminal Record Check is required;
- Position is funded through March 31, 2024 with the possibility of funding renewal.

If you are interested in this employment opportunity, please submit a resume and a cover letter that summarizes your relevant experience and skills by Monday, **October 13th, 2023** to director@qomqem.com. The position will remain open until a qualified candidate is found. This position will be prioritized for Indigenous people but is open to all folks that are interested. It is beneficial to identify in the cover letter if you are Indigenous and have lived expertise relevant to the position. We also encourage applications from, but not limited to, people with diverse abilities, and people representing diverse genders and sexualities.