



Project Coordinator: Primary Years

The Family Action Network (FAN) of the Lower Columbia Society requires contract support for the part time position of Project Coordinator – Community Connections & Primary Years Support for a 12 month-long period.

Contract Deliverables Overview

The FAN Board of Directors is looking for a personable, innovative professional with an understanding of project management and communications to lead a new community-based initiative focused on improving outcomes for children aged 7–12 and their families. Through a series of creative, engaging pop-up hubs, the initiative will build positive relationships, increase access to local resources, and promote well-being and inclusion. These hubs provide mentorship, mental health resources, skill-building workshops, and positive peer engagement to address early risk factors that can lead vulnerability to at-risk behaviors or social challenges. The project is focused on family support systems and youth belonging in the Lower Columbia region.

The Coordinator will also support two additional initiatives:

- Primary Years Systems Collective Impact Table: Supporting the working group focused on services for families with children aged 6–12.
- Youth Belonging Project: Supporting creative, youth-led storytelling and mapping activities that explore regional identity and inclusion, especially for students from equity-deserving backgrounds.

Qualifications and Experience

- 3+ years of experience in project coordination, youth programming, or community engagement.
- Superb English writing and grammar skills.
- Excellent knowledge of Microsoft office suite

- Demonstrated ability to work independently, meet deadlines, and adapt to evolving project needs.
- Significant experience managing multiple and concurrent responsibilities and establishing and acting against relative priorities, independently but within prescribed guidelines.
- Experience with meeting planning and event coordination.
- Experience working with families and children from diverse backgrounds.
- Familiarity with social services, child development, or upstream prevention work is an asset.
- Flexible, collaborative, and committed to building stronger communities.
- Experience with designing and printing marketing plans and materials an asset.
- Knowledge of family supports and services and/or issues would be an asset.
- Formal education in social/human service/sciences, criminology or justice studies an asset.
- General understanding of project budgets.

Demonstrated Skills / competencies in:

Project management, meeting deadlines, working in a non-profit environment, community engagement and relationship-building, and flexibility and adaptability

Knowledge of:

Crime Prevention Through Social Development (CPSD), community resources and family support systems, asset mapping and community-led planning, Graphic design process, facilitating workshops and meetings, inclusive and equitable engagement practices, child and youth development (Ages 6–12), event coordination and outreach, digital tools and communications, and evaluation and impact measurement

Contract Budget

The Project Coordinator is expected to work on a flexible, part-time schedule, and will be a hybrid of in office and work from home. The hourly rate is \$33/hour to a maximum of 384 hours (\$12,672), based on 8 hours a week for 12 months with the possibility of increased hours subject to funding.

The position is expected to start work August 1st, 2025.

This is a twelve month-term contract. Contract extension beyond this date will depend on ongoing revenue-generation activities within the Organization.

The Project Coordinator will work directly with the Executive Director, be responsible to

the FAN Board of Directors, be willing to travel throughout the Lower Columbia region and maintain a visible and accessible presence. A travel budget is also available. There will be a requirement for in office work at least once a month. If working from home is not desired, all hours can be worked in office.

Application Process

Applicants are requested to submit a resume along with a cover letter that illustrates their experience, competencies and abilities to successfully meet FAN's deliverables to: coordinator@familyactionnetwork.ca

Only short-listed candidates will be contacted. Application deadline is June 23, 2025

More information on FAN can be found at familyactionnetwork.ca