

Job Description

Job Title:	Project Manager, Temporary
Department:	Community Action Initiative
Reports To:	Executive Director
Effective date:	03/30/26
Revision Date:	03/25/26
Union and Grid:	HSPBA, Level P1 – Working Professional; \$42.27
Number of Positions:	2 Positions Available

Position Summary

The Project Manager will support the coordination, implementation, and administration of a range of projects and funding initiatives, including managing the distribution of grants. In this role, the Project Manager will contribute to project planning, stakeholder engagement, training, evaluation, and knowledge-sharing activities across multiple portfolios.

Working collaboratively with other Project Managers and team members, this role requires strong organizational and communication skills to help deliver community-based projects that prioritize equity and impact. This is a 12-month contract position reporting to the Executive Director, ideally starting no later than May 11th, 2026.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Support the application and adjudication process for dissemination of grant awards.
- Develop and administer grant program training and capacity-building activities.
- Sustain ongoing communication with grantees, and follow-up to ensure alignment with original grant application.
- Ensure reporting and accountability requirements of grants are met by grantees and troubleshoot any difficulties or issues that arise.
- Coordinate outreach and recruitment efforts to build the virtual community and develop retention and engagement plans to sustain the community over time.
- Organize monthly online sessions (e.g., webinars, panel discussions, and workshops), identifying topics and speakers based on training needs identified.



- Support the development of technical materials to enhance learning and practice (e.g., factsheets, manuals, guidance).
- Support the development and implementation of a monitoring, evaluation, and reporting plan to support continuous improvement, community engagement, and impact reporting.
- Support the development and management of project budgets and resources to ensure cost-effectiveness and program accountability.
- Present to external audiences and funders as required.
- Develop project reports, briefing notes, and status updates.
- Support knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches.
- Provide regular updates to the Executive Director and external partners.
- Perform other duties as required

Qualifications and Experience

- A graduate degree in a relevant discipline (e.g., Public Health, Public Policy, Public Administration, Social Work, Counselling Psychology), and 3-5 years of project and/or grant management experience. An equivalent combination of education, training and experience may be considered.
- Experience in working with community grants and an understanding of the principles and practices of contract management.
- Experience with communities of practice, online communities, and/or community organizing with proven capacity to have successfully developed such communities.
- Experience organizing and facilitating participatory events such as workshops, presentations, learning sessions, and webinars.
- Excellent project management skills including project planning to ensure the project achieves its goals and objectives, resource and financial management, and being an effective communicator for successful project delivery.
- Knowledge of risk management, along with resourcefulness and innovation to solve problems.
- Strategic and conceptual thinking and analysis, including ability to adapt project delivery to respond to evaluation results, stakeholder input and opportunity.
- Establishing and maintaining effective relationships and partnership with internal and external stakeholders.
- Familiarity with the mental health and substance use service delivery systems and approaches in BC.
- Knowledge of and/or work experience in mental health and substance use.
- Ability to assess and prioritize multiple tasks and demands.
- Sound knowledge of principles of health equity, mental health and wellness, and social determinants of health.
- Plain language writing and editing, and structural editing.
- Excellent interpersonal, written, and verbal communication skills.

- Excellent working knowledge of Word, PowerPoint, and Excel.

Direct and/or Indirect Reports

None.

Working Conditions

- Flexible working schedule - being available in non-core hours relative to assignments.
- This position is located in Vancouver.
- Travel will be required.
- This is a full-time position (37.5 hours/week).
- 2 positions available

Application Process

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to hr@caibc.ca by 5 p.m. on April 17th. The subject line should mention "Project Manager – Community Grants".

We regret that only short-listed candidates will be contacted to schedule an interview.

CAI is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

We are an equity employer and encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.

