



STR8 UP - 10,000 Little Steps to Healing Inc.
 226 Ave V. South
 Saskatoon, SK
 S7N 2N9
 info@str8-up.ca
 (306) 244-1771

Period: December 22, 2017 through March 31, 2018	Title: Special Events Coordinator
Job Status: Part Time Contract (approx. 3 Months)	Location: 226 Avenue V South, Saskatoon, SK
Salary: Dependent on Education and Experience	Closing Date: December 15, 2017 at noon
Job Reference: SECoordinator	Interviews Start: December 18, 2017
Hours: 25/week	Position Open to: All Applicants

About the Organization:

STR8 UP– 10,000 Little Steps to Healing Inc. is a charitable organization that assists individuals to master their own destiny in liberating themselves from gangs and criminal street lifestyles. One area of support STR8 UP will be engaged in this year is a Provincial Gang Strategy (PGS). The strategy will be community-led and will focus on gang prevention and participant exit strategies.

Job Purpose and Scope:

The function of the Special Events Coordinator is to provide development and delivery of key and direct service associated with the Provincial Gang Strategy (PGS) including coordination of a province wide forum, coordination of community engagement sessions and assist in the development of PGS documents for implementation purposes. Such supports and coordination will include development and delivery of a province wide consultation forum with over 50 organizations, monitoring accounts and billings for the forum, conducting surveys in communities and identifying research papers and areas of interest for the researcher. Other areas include gathering and compiling statistical information, completing forum specific documents, accessing referrals, and providing in-house supports when needed. The special events coordinator will report directly to the executive director as well as support the researcher. The special events coordinator will also be in charge of a project assistant who will support in the development of a Provincial Gang Strategy.

Key Responsibilities

- Develop and implement a forum based on committee inputs and the STR8 UP model.
- Contact and coordinate participant travel and accommodation for the forum.
- Meet with key staff to help develop new initiatives and strengthen PGS objectives.
- Oversee that information provided by the PGS assistant is complete and utilized for effective programming.
- Compile statistics and maintain running records.
- Assist in the organization of files and PGS records, both electronic and paper copy
- Identify and maintain partnerships for referrals within consultation plans, specifically in areas identified through the PGS forum.

- Meet with STR8 UP members in group settings to and introduce PGS initiatives.
- Create and implement post-forum consultation plans with communities throughout the province based on their needs and goals.
- Some travel required.

Qualifications

- Minimum 5 years experience working in a coordinator role.
- Bachelor's Degree or equivalent education and experience.
- Sound knowledge of program development and community outreach.
- Strong organizational and communication skills.
- Knowledge and experience working with diverse and multi-cultural communities, especially Aboriginal women and families.
- Knowledge of crisis intervention techniques.
- Excellent interpersonal skills.
- Highly motivated to learn and develop new skills.
- Ability to work independently.
- Must have a class 5 Saskatchewan driver's license

Application Process

Interested candidates should apply before **12:00 PM (Noon) on December 15th, 2017**. Applicants should include a cover letter and resume. Please quote **Job Reference: SECoordinator on the subject line**.

All applications should be sent to the **STR8 UP Hiring Committee** via email: **info@str8-up.ca** or fax at **306-249-1284**.

STR8 UP– 10,000 Little Steps to Healing Inc. is an equal opportunity employer and is always looking for talented and skilled individuals to join our team. Diversity is part of our organization's culture. We are building a workforce which is representative of the Saskatoon Regional community and our programs and policies are designed to foster diversity and inclusion.