



Physical Activity Coalition of Manitoba (PACM) Position Description

Position Title:	PACM Project Coordinator
Accountable To:	PACM Executive Committee
Supervised By:	PACM Chair
Employment Status:	Contract term position: September 2012 to March 2013
Effective Date:	As soon as possible (September 2012)
Application Deadline:	Friday, September 14, 2012

POSITION SUMMARY

PACM is a coalition of organizations from across the province whose mission is *to support our partners in their initiatives to increase physical activity among Manitobans through collaboration, promotion and education.*

PACM is responsible for hiring and supervising a Coordinator to carry on the work emerging from the Coalition Strategic Planning Session (May 2012). This position will focus on achieving the following goals:

- 1) To increase opportunities for knowledge exchange among coalition members, supporters and the general public that focus on evidence based research, best and promising practices, current trends and issues and highlight the value and benefits of physical activity across the life span.***
- 2) To enhance communication strategies that support key or critical messages, and promotes PACM as a strong, unified voice for physical activity in Manitoba.***
- 3) To enhance membership and partnership strategies that support collaboration and networking among organizations, agencies and government departments locally, regionally and provincially.***

DUTIES AND RESPONSIBILITIES:

Working alongside the PACM Executive Committee, the Project Coordinator will be responsible for the following activities:

- The development of a detailed work-plan and appropriate timelines for this initiative
- To research, design and develop resources and activities as per the key project goals including but not limited to:

Duties and responsibilities continued:

- Planning and implementing monthly ‘Lunch and Learn’ or ‘Learn and Share’ events utilizing a variety of mediums such as webinars, coalition meetings and/or workshops
- Planning and implementing a one-day Provincial Physical Activity Conference
- Identifying, implementing and utilizing web-based and mobile based technology (i.e. Facebook, Twitter, listserv) to encourage interactive dialogue and/or exchange of information among organizations, communities and individuals.
- Reviewing and updating PACM membership recruitment and retention strategies
- Collaborating with other local, regional and provincial networks to promote and support physical activity messages and campaigns.
- Enhancing the PACM Website to include relevant and current information, resources and links about physical activity.
- Maintaining written record of project activities and be responsible for producing the project’s final report for review and approval by the PACM Executive Committee
- Other duties as deemed necessary by the PACM Executive Committee in order to meet our project deliverables.

THE IDEAL CANDIDATE WILL HAVE:

- A Bachelor’s degree or relevant training and experience.
- Experience in project management and program planning.
- Working knowledge of computer programs including MS Word, MS Excel as well as social media.
- Ability to communicate effectively and prepare clear and concise written and oral reports
- Superb organizational skills
- Flexibility in hours of work, the ability to work independently as well as working in a team environment

SALARY

- Will likely work an average of 20 hours week.
- Hourly rate = \$16 - \$20 per hour (dependent on experience)
- This term position will end March 31, 2013.

Please submit a resume, complete with references by 4:00 p.m. Friday, September 14th, 2012

PACM PROJECT COORDINATOR
c/o Recreation Connections Manitoba
317 – 145 Pacific Avenue
Winnipeg Manitoba
R3B 2Z6

or via email to rec.connections@sportmanitoba.ca, subject line to read “Applicant PACM Project Coordinator”

For more information about PACM, go to www.pacm.ca