

Vital Signs Project Coordinator

The Community Foundation of Whistler is seeking a part-time project coordinator for our Vital Signs Initiative.

About Us

The Community Foundation of Whistler is a public charitable foundation that works to support a thriving community in the Whistler region. We work with donors to help them align their values with the needs and opportunities in our community. The Community Foundation seeks to have a deep understanding of community issues and strengths in order to ensure our grants and initiatives generate the most impact on the community.

About Vital Signs

[Vital Signs](#) is a long-term initiative of the Community Foundation of Whistler meant to generate and expand on a culture of community engagement. It is based on the premise that a strong community is one that is mobilized and invested. Many of the outcomes are intangible such as shifts in people's thinking and behaviour, and a "shared identity".

Components of Vital Signs in Whistler include:

- Gathering and reporting of community statistics, stories, and other data to reflect the health of our community according to indicators identified by the community
- Ongoing community engagement

The objectives are to build knowledge, understanding, connections, and empower community participation through a range of activities and initiatives.

[Learn more about the National Vital Signs Initiative](#)

Position Overview

The Vital Signs Project Coordinator is responsible for the coordination and completion of activities related to the Community Foundation of Whistler's Vital Signs initiative. The Vital Signs Project Coordinator will work with the volunteers of the Vital Signs project team and Community Foundation of Whistler staff on various activities.

This is a part-time contract position with the Community Foundation of Whistler, beginning approximately March 1, 2019, and extending to November 31, 2019. The position is approximately 4 hours per week though the weekly time commitment will vary over the course of the contract. With the



exception of meetings and events, hours are flexible. Some early evening work will be required. Total hours for this contract are 180 hours. Remuneration will depend on the skills and experience of the successful applicant.

Duties and Responsibilities

1. Work in collaboration with the Vital Signs Project Team to develop, monitor, and update the Vital Signs project plan;
2. Work in collaboration with the Vital Signs Project Team and the CFW Marketing and Communications Coordinator to ensure that a public communications plan is in place and implemented;
3. Work directly with local community organizations, partners, and research sources to obtain data for Vital Signs indicators as selected by the VS Project team. This includes researching and contacting data sources (email, phone calls, face to face interviews) to collect up to data for the Vital Signs Initiative;
4. Annotate data collected and data sources, keeping data up to date and organized;
5. Assist in coordinating Vital Signs events, community conversations, displays, stakeholder meetings and surveys;
6. Coordinate and document the collection of photos for the Vital Signs initiative, including the collection of consent for use, photo credits and documentation;
7. Coordinate Vital Signs Project Team meetings, attend meetings, take meeting notes and distribute meeting notes;
8. Compile Vital Signs community conversations feedback;
9. Assist with the development and distribution of Vital Signs publications;
10. Support the development of effective collaborations and consultations to support the Vital Signs initiative.

The Vital Signs Project Coordinator will work both independently and closely with the Vital Signs project lead, the Executive Director and the Marketing and Communications Coordinator. The Community Foundation of Whistler does not have an office space in Whistler. Candidates will need to have their own workspace and technology.

Deliverables

1. Maintenance of the updated Project Management Plan;
2. Completion of all steps assigned to the Project Coordinator in the 2019 Vital Signs Project Plan or at Vital Signs Committee meetings;
3. Raw up to date data on Vital Signs indicators provided to the Community Foundation of Whistler and complete documentation of data sources, documentation on all conversations, communications and interviews with data providers;
4. Completion of any requested reports or transcriptions such as input from community conversations;



5. A compilation of photos for use by the Vital Signs initiative, including documents of photo sources, photo release forms and photographer consents and credits.

Skills Required

1. Highly organized and detail-oriented with the ability to understand and interpret statistical data
2. A solid understanding of research approaches and methods and documentation
3. Self starter who is able to work both independently and collaboratively with a team of volunteers
4. Project coordination experience
5. Proficiency in MS Office 365, especially Excel
6. Excellent communication skills and the ability to build relationships within the community

Please submit your proposal and/or resume and cover letter to Carol Coffey at ccoffey@whistlerfoundation.com by March 4, 2019