



Employment Opportunity Prevention Coordinator

MGBHLM is seeking a Full Time Woman's Prevention Coordinator to fill a position at our Prevention Building. Prevention Coordinator is responsible for the management, delivery, and development of the family, youth, and children's social, recreational, and cultural programming. This position will work under the supervision of the Prevention Manager and will receive direction and guidance as required.

ROLES & RESPONSIBILITIES:

- Plan and implement community-based programs, projects, and events according to workplans, budgets, and funding requirements to meet prevention objectives.
- Complete and submit program internal and external reporting, as necessary.
- Participate in overall policy development and decision making.
- Participate in the recruitment, training, supervising, and mentoring of program staff, contractors, and volunteers.
- Develop, implement, and ensure compliance with prevention policies and practices.
- Authorize bi-weekly timesheets and time off requests of program staff.
- Manage prevention budgets and expenditures

QUALIFICATIONS/EXPERIENCE:

- Certificate/Diploma or higher in a related field such as Social Work, Human Justice, Community Development, Education, or related fields.
- Valid Driver's License (Class 5)

SKILLS AND EXPERIENCE:

High level of trust and self-motivation expected.

- Strong planning, community mobilization, and inter-cultural communication.
- Prior experience within human services (3+ Years).
- Excellent organization, problem-solving, and time management skills.
- Strong commitment to confidentiality.
- Able to work efficiently as part of a team as well as independently.

Deadline: January 30, 2026

HOW TO APPLY:

Please submit your resume with cover letter outlining your interest to:

Email: human.resources@mosquitofn.ca

