



Prince Albert Métis Women's Association JOB ANNOUNCEMENT

Job Title: Outreach & Partnership Coordinator (Part-Time)

Employment:

Part-time (15–20 hours per week), flexible scheduling

Reporting to: Program Manager(s), Prince Albert Métis Women's Association

Position Summary:

The Prince Albert Métis Women's Association (PAMWA) is seeking a dynamic, community-focused **Outreach & Partnership Coordinator** to lead coordination efforts related to **STBBI prevention and health promotion**. This role plays a key part in **developing relationships with local organizations and service providers**, facilitating **community education**, and strengthening **capacity-building initiatives** aimed at improving health equity in Métis and broader Indigenous communities.

The ideal candidate will be knowledgeable about public health and culturally appropriate care, and passionate about reducing stigma and barriers to STBBI prevention and treatment.

Key Responsibilities:

- **Inter-Agency Coordination:** Act as a liaison between PAMWA and external stakeholders (e.g., health authorities, community health organizations, harm reduction services) to align efforts, share resources, and coordinate service delivery.
- **Program Support & Delivery:** Assist in the planning and execution of STBBI-focused health promotion events, workshops, and pop-up clinics; help deliver harm reduction supplies and information.
- **Capacity Building:** Identify gaps in services or knowledge and support the development of culturally relevant educational materials, staff training opportunities, and resource networks.
- **Community Engagement:** Foster positive relationships with clients, community members, and partners to promote awareness, reduce stigma, and enhance uptake of health services.
- **Documentation & Reporting:** Maintain accurate records of partnership activities, outreach events, and community feedback; assist with data collection and reporting for funders or internal use.
- **Advocacy & Knowledge Translation:** Represent PAMWA at community health forums, working groups, and regional networks as needed to ensure the voice of Métis and Indigenous women is reflected in public health programming.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary education in public health, community development, social work, or related field (equivalent work experience will be considered).
- Strong knowledge of STBBIs, harm reduction, and culturally safe health promotion practices.
- Demonstrated experience in partnership-building, community engagement, or interagency collaboration.
- Excellent communication, organizational, and facilitation skills.
- Knowledge of Indigenous health disparities, cultural safety, and trauma-informed approaches.
- Valid driver's license and reliable transportation required.
- Knowledge of Métis culture, language, or history is considered an asset.

SALARY: \$23.00 - \$25.00 per hour, depending on qualifications and experience.

TO APPLY:

Please bring your resume to our office at 54 10th Street East, Prince Albert