



Centretown Community  
Health Centre  
Centre de santé  
communautaire du Centre-ville

## JOB POSTING

Centretown Community Health Centre, a not-for-profit, health and social service organization has the following part time two year term position for:

### Project Coordinator .5FTE

The Project Coordinator is responsible for the overall coordination and administration of the project "Building Community Capacity and Equitable Access to Cancer Screening for Ethno-Racial Minority Women". The Project Coordinator works closely with the Staff Co-Investigator and in collaboration with the other Co-investigators from Gentium Consulting, the Community Health Research Unit (University of Ottawa) and the Advisory Committee.

#### Requirements:

- Master's degree in health, social services or related discipline or equivalent.
- Three years experience in project/program management.
- Five years experience in community work with ethno-racial minority women.
- Demonstrated ability to work collaboratively with a multidisciplinary team.
- Excellent written and oral communication skills in both English and Spanish.
- Proficient with Windows based computer systems and MS Word.

Applicants **WILL NOT BE CONSIDERED UNLESS** they include a 1-3 page attachment in English and Spanish (point form), along with their resume which clearly demonstrates how their previous skills and experience correspond to the above qualifications.

Start date: Position is available immediately.

Interviews will be conducted on April 18<sup>th</sup> & 19<sup>th</sup>, 2001.

Salary : \$27,000 (pro-rated from \$54,000)

Please send resumé by **April 11th at 12 noon** to:

Marjorie Kort  
Manager of Community Health  
Centretown Community Health Centre  
420 Cooper Street  
Ottawa, ON K2P 2N6  
Fax: (613) 233-2062 Email: mkort@centretownchc.org

We regret only candidates selected for an interview will be contacted. Job description available from reception 9 a.m.- 4 p.m. Monday to Friday.

**CCHC is an equal opportunity employer and values diversity in its workforce.**

**Building healthier communities...together**  
**Ensemble...pour bâtir des communautés en meilleure santé**