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Vital Signs Coordinator Job Description

Vital Signs Background

Vital Signs uses local knowledge to measure the vitality of a community and support action towards improving collective quality of life. Local data gathered through the program is used to support evidence-based, locally relevant solutions to improve the quality of life at the community level. Vital Signs aims to inspire civic engagement, to provide focus for public debate, and to help a range of actors take action and direct resources where they will have the greatest impact.

Vital Signs is more than a report. Think of Vital Signs as an initiative, an operating system for a community. With Vital Signs, we can build and share knowledge, encourage community members to engage and participate to create a stronger community.

For More information Visit: <https://communityfoundations.ca/initiatives/vital-signs/>

<https://www.squamishfoundation.com/community/#vitalsigns>

Description of Work

Between July 1, 2022 and June 30, 2023, **the Coordinator** will work with **the Squamish Community Foundation** to produce the 2023 Squamish Vital Signs Report.

Goals:

- Produce an accurate Vital Signs report based on the data available and those data gathered as a result of this contract
- Establish the **Squamish Community Foundation** as a community research leader and community information resource
- Deepen relationships with community partners

Actions:

- Engage community in the development of Vital Signs including community conversations and consultations, survey and engagement of identified populations
- Build Vital Signs Committee
- Coordinate and liaise with the **Squamish Community Foundation** through the Executive Director and Board Liaison Carol Coffey (with support and advice from Vital Signs Committee)



- Organize, host and facilitate 3 to 4 Vital Conversation cafes in community
- Research, information gathering and verification of data
- Report writing and design, compliant with Community Foundations of Canada Vital Signs brand identity and the Squamish Community Foundation’s brand identity
- Launch and post-launch communications and evaluation

Deliverables:

- 24–30 page Vital Signs report (full list of milestones to be presented to and approved by the Vital Signs Committee by August 31, 2022)
- Post-launch report impact evaluation framework

Experience

We are looking for someone with:

- Knowledge of Squamish Community
- Local Community Connections and Networks
- Organizational and facilitation skills and experience
- Event coordination skills and experience
- Report Writing and Data Collection skills and experience
- Proven leadership and team management experience
- Own office space, computer and vehicle

Full Contract Salary: \$15,000 + GST and reimbursement for mileage

DRAFT TIMELINE OF MILESTONES For SQUAMISH VITAL SIGNS 2023

Date	Activity	Lead	
May 2022	Stats Canada Data Release		
May 31, 2022	Build Steering Committee	Board Members	
July 1, 2022	Vital Signs Coordinator hired	Board Members and Staff	
July 2022	Program Coordinator Training	Board Member and Staff	Watch training CFC Training webinars
July, 2022	Build Steering Committee	Program Coordinator/Steering Committee	
July 15, 2022	Create Steering Committee Terms of Reference	Steering Committee/ Program Coordinator	
July 15, 2022	Create sponsorship package/info sheet	Steering Committee/ Program Coordinator	



June	Stats Canada Data Release		
July 31, 2022	Secure Sponsors/Funding	Steering Committee/ Program Coordinator	
July-September 2022	Stakeholder Meetings	Program Coordinator	Form partnerships, identify community strengths and areas of concern, and identify local data available
August 2022	Stats Canada Data Release		
Early September 2022	Identify indicator categories	Program Coordinator/Steering Committee	
Late September 2022	Vital Conversation 1		leverage municipal election to engage with the community
October 2022	Design Survey	Program Coordinator/Steering Committee	Samples are located in the listserv
November 2022	Conduct Survey	Program Coordinator	
November-December 2022	Plan Vital Conversation 2	Program Coordinator/Steering Committee	
December 2022	Data Release		
January 2023	Vital Conversation 2	Program Coordinator/Steering Committee	
March 2023	Vital Conversation 3	Program Coordinator/Steering Committee	
April – May 2023	Data Compilation, digital platform building, report design	Program Coordinator	
June 2023	Website and report complete	Program Coordinator	
June 2023	Report Launch	Program Coordinator/Steering Committee	

Please send resume and cover letter to Karen Clarke:

kclarke@squamishfoundation.com

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