



Project Coordinator

Family Violence Prevention Program – Phase 2

Position Type: Full-time

Location: Indigenous Health Center of Tiohtià:ke - 2100 Marlowe Ave, Suite 236, Montreal, QC, H4A 3L5

Start Date: mid-September 2026

About the Project

Following Phase 1 of the project, which focused on developing a culturally sensitive family violence prevention manual with Elders, community members, and professionals, Phase 2 of the project will focus on implementing the manual through training and community-based supports and activities.

The project will provide training to relevant stakeholders to increase awareness of Indigenous-specific issues related to family and gender-based violence and strengthen service providers' capacity to support Indigenous communities. It will also establish two healing circles (one for women who are survivors of gender-based violence and one for individuals to address anger and grief) guided by Elders and trained professionals.

The project will further increase access to cultural ceremonies, mental health supports, and community resources, while strengthening partnerships and connections among local organizations and service providers.

Core Responsibilities

- Coordinate the planning and implementation of project activities, workshops and trainings on gender-based violence prevention,
- Create and coordinate two healing circles, including logistics, scheduling, facilitators, Elders, and community partners.
- Increase access to ceremonies, mental health supports, and appropriate referrals for individuals impacted by gender-based violence.
- Develop and maintain relationships with community organizations, service providers, Elders, and other partners.
- Participate in committees, workshops, networking opportunities, and community events related to family and gender-based violence.
- Maintain project documentation, track activities and expenses, and support data collection and evaluation.
- Prepare progress reports, final reports, and other documents required by the funder.
- Ensure project activities are delivered using trauma-informed, culturally safe, and strengths-based approaches.

Qualifications and Experience

- Education and/or relevant experience in project management, front-line or social work, violence prevention, or a related field
- Knowledge of Indigenous communities, cultural beliefs, and tradition is a strong asset
- Experience in working on topics related to gender-based violence
- Proven experience in project coordination
- Outstanding communication skills
- Excellent organizational abilities.
- Familiarity with MS Office and various other software.
- Bilingual in French and English is mandatory (ability to speak Indigenous language(s) an asset).

What we offer

- 2 weeks of vacation in the first year, 3 weeks in the second year
- A collaborative and culturally grounded work environment.
- Access to health services provided at the clinic
- Training and professional development opportunities
- 2.5 years contract (ends March 2028)

Position open until filled. Submit a Cover letter and resume to asstdirector@ihct.ca