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Job Title: Project Manager
Program Title: Preventing Family Violence and Child Maltreatment in Black Communities
Organization: Kind Minds Family Wellness (KMFW)
Location: Waterloo Region, Ontario (with in-person and virtual activities across the region)
Term: 1-year contract (Eligible for annual renewal)
Project Period: April 1, 2026 – March 31, 2030

Job Summary

The Project Manager will lead and coordinate a four-year initiative focused on preventing family violence and addressing child maltreatment within Black communities in the Waterloo Region. Based at Kind Minds Family Wellness (KMFW), the Project Manager will be responsible for overseeing project planning, community engagement, intervention development, implementation activities, and research and evaluation processes. Working closely with Black-led community organizations, service providers, researchers, and community members, the Project Manager will coordinate outreach and engagement activities, support the development of culturally grounded training and support tools, and deliver training and implementation support to service providers. The role will ensure that project activities are implemented effectively and align with project objectives, timelines, and funding requirements while adhering to Afrocentric, anti-racist, and trauma- and violence-informed frameworks.

The Project Manager will also support research and evaluation activities, facilitate knowledge sharing and partnership collaboration, and help translate community insights into practical tools, training resources, and policy recommendations that strengthen family wellness and improve service responses for Black families.

Key Responsibilities

Community Engagement and Outreach

- Coordinate outreach efforts with Black-led community partners to support participant engagement.
- Schedule and host listening circles, focus groups, and interviews with Black caregivers, youth, and service users.
- Host partnership meetings and discussion circles with Black community leaders.
- Attend community events and gatherings to support engagement and relationship building.
- Work with partners to recruit Black fathers and male caregivers.
- Maintain bi-monthly check-ins with Black-led organizations and service providers.
- Develop and circulate project overviews and engagement calendars.



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Materials Development and Management

- Develop plain-language engagement materials to support community participation.
- Coordinate translation of materials into languages such as Somali, Arabic, Swahili, and French as needed.
- Support the development of culturally grounded training series and support tools.
- Develop facilitation tools and reflective practice resources for use with service providers.

Project Implementation and Coordination

- Manage project activities to ensure alignment with project objectives, timelines, and funding requirements.
- Identify and confirm participation from service providers in Waterloo Region working in child maltreatment and family violence prevention.
- Deliver training and implementation support to participating service provider organizations.
- Schedule training sessions with partner organizations and facilitate in-person or virtual sessions across the region.
- Provide toolkits, coaching, and follow-up consultation to support implementation of culturally responsive and trauma-informed practices.
- Distribute toolkits, facilitation guides, and other project resources.
- Host reflection sessions and facilitate peer learning opportunities with service providers.
- Provide targeted feedback and recommendations to address implementation barriers.
- Provide participant support including honoraria, transportation, and childcare.
- Serve as a primary contact person for the project.

Research and Evaluation Support

- Oversee project research and evaluation activities.
- Contribute to the ethical review process, including drafting and submitting ethics protocols.
- Ensure compliance with TCPS2 ethical principles for research involving human participants.
- Support qualitative and quantitative data collection processes.
- Analyze qualitative data to identify themes and insights.
- Collaborate with project partners to co-develop Afrocentric, trauma-informed, and anti-racist evaluation principles.

Knowledge Mobilization and Partnerships

- Participate in knowledge mobilization activities, including community presentations, webinars, and infographics.
- Prepare and submit presentation proposals for national conferences.



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- Participate in the Community of Practice, including quarterly virtual meetings and annual in-person gatherings.
- Work with trained organizations to identify integration opportunities and develop sustainability checklists.
- Collaborate with service providers and Black-led organizations to strengthen partnerships and support long-term implementation of project learnings.

Qualifications

- Demonstrated experience in project management, preferably within community-based, public health, or social service sectors.
- Strong understanding of Afrocentric, anti-racist, and trauma- and violence-informed approaches.
- Experience engaging diverse community stakeholders, particularly Black communities.
- Knowledge of intervention research and evaluation methodologies, including qualitative and quantitative data collection and analysis.
- Strong facilitation, communication, and organizational skills.
- Ability to coordinate multi-partner initiatives and manage competing priorities.
- Experience working collaboratively with community organizations and service providers.
- Knowledge of the Waterloo Region community and service landscape is considered an asset.
- Master's degree in Social Work, Public Health, Community Development, Project Management, or a related field, or an equivalent combination of education and professional experience.