

Program Coordinator

Halifax Regional Municipality • Dartmouth, NS (On-site)

https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#jobDetails=770502_5764

About the job

Applicants who previously applied for this position do not need to reapply

Halifax Regional Municipality is inviting applications for the permanent, full-time position of Program Coordinator in the Programs & Partnerships section of Community Safety. Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy, and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

Reporting to the Alternative Response Manager, the Program Coordinator plays a critical role in the implementation of the Municipality's Council-approved Public Safety Strategy. Working in collaboration with the Programs & Partnerships team as well as Housing and Homelessness and Emergency Management, this position supports the coordination and delivery of several newly established services, as well as the expansion of existing safety and prevention services, to increase alternative response options and strengthen community capacity to contribute to safe neighborhoods.

The Program Coordinator is an integral member of a multidisciplinary team that works closely with community partners and external and internal partners. This role focuses on identifying, coordinating, and supporting programs and initiatives that enhance community safety and improve access to appropriate services, matching responses to people's needs and reducing reliance on law enforcement and emergency services.

For a detailed list of duties and responsibilities, please email jobs@halifax.ca referencing the competition BR number and position title.

DUTIES AND RESPONSIBILITIES:

Leads the coordination, development, and implementation of initiatives within the Programs & Partnerships unit, ensuring alignment with program goals, objectives, and approved workplans. Coordinates holistic, neighbourhood-based community safety initiatives in Halifax's North End, central Dartmouth and other priority neighbourhoods, working in partnership with local businesses, community members, and other key-partners.

Collaborates and coordinate activities with other business units, levels of government, non-profits, and community groups in the coordination and delivery of services and proactive safety initiatives to citizens and vulnerable populations.

Promotes programs, goals, objectives and outcomes with internal and external partners and community groups.

Monitors and evaluates program initiatives, identifying successes and barriers, and provides regular reporting to support continuous improvement.

Provides strategic advice and recommendations on policies, procedures, and best practices to internal and external partners, serving as the frontline subject matter expert in neighbourhoods and Community Safety.

Researches, analyzes and compiles program-related data, statistical information and emerging trends to support the work of the Programs & Partnerships division.

Provides recommendations to management on improvements, training requirements, and overall best practices.

Collaborates with Legal and Risk and Insurance Services to develop Service and Contribution agreements.

Develops and maintains strong relationships with community partners, key Partners, HRM business units and other levels of government.

Supports the planning, coordination, and documentation of assigned committee meetings, including agenda development, minute-taking, action tracking, and follow-up.

Provides administrative and coordination support across multiple projects, as required.

Works with a wide variety of key external project partners and Clients to develop and maintain various project charters, project plans, and terms of reference.

Reviews and provides recommendations on memorandums of understanding (MOU's), Contribution and Service Agreements, as well as related planning, reporting, budgeting, and the implementation and communication of projects.

Research best and promising practices and implement process improvements where feasible.

Represents the Alternative Response Manager, Programs & Partnerships and/or the Community Safety Business Unit at meetings and events, as required in a positive and professional manner.

Produces a range of deliverables including reports, presentations and briefing notes, sets priorities, creates productive work environment, demonstrates and focuses on results, and produces tangible and effective work outcomes.

Maintains financial tracking tools and spreadsheets to support ongoing financial oversight and accountability.

May perform other related duties as assigned.

QUALIFICATIONS

Education & Experience:

Post-secondary degree in Social Work, Community Development, Public Policy and Administration, or related discipline.

Two (2) years Project Management experience ideally in a government setting.

Two (2) years' experience working and/or volunteering in the field of community organizing, mobilization, equity, inclusion and/or diversity as demonstrated by professional, volunteer, or community-based leadership experience.

Experience working with highly vulnerable populations, particularly those with health, mental health, and substance abuse issues.

Technical/Job Specific Knowledge and Abilities:

Knowledge of root causes of poverty, homelessness, housing, substance use, mental health and addictions.

Knowledge of existing resources, including programs and services.

Thrives on challenge of building transformational relationships in a fast-paced environment.

Experience working with key Partners and various communities.

Demonstrated experience successfully leading the implementation and management of projects.

Knowledge of culturally appropriate ways of developing constructive working relationships with people from diverse cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and/or other aspects of human diversity.

Demonstrated ability to apply trauma-informed approaches and restorative practices.

Strong interpersonal skills and relationship building skills.

Strong communication and presentation skills.

Strong administrative, planning and organizational skills.

Strong oral and written communication skills.

Ability to work independently with minimal supervision and meet tight deadlines.

Ability to work as part of a cross functional team.

An equivalent combination of education and experience may be considered. Applicants relying on education and experience equivalencies must clearly demonstrate such equivalencies in their application.

Security Clearance Requirements: Applicant may be required to complete an employment security screening check.

Please Note: Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing may be tested in a group setting, scheduled at the employer's discretion.

COMPETENCIES: Valuing Diversity, Teamwork & Cooperation, Networking/Relationship Building, Visioning, Strategic Thinking & Innovation, Organizing & Planning, Communications, Risk Management, Decision Making.

WORK STATUS: Permanent, full-time.

HOURS OF WORK: Monday to Friday, 8:30am - 4:30pm, 35 hours per week.

SALARY: NU06 on the non-union salary scale; \$73,094 - \$94,587. Salary to be commensurate with related education and experience.

WORK LOCATION: 40 Alderney Gate, 6th floor.

CLOSING DATE: Applications will be received up to 11:59 pm Sunday September 20, 2026.

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

To ensure a fair and equitable hiring process, candidates are expected to complete all parts of the recruitment process, including assessments, assignments, and interviews independently and without the use of artificial intelligence (AI) tools or other forms of external assistance. The use of AI to complete any component of the hiring process is not permitted and may result in disqualification from consideration.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as interview or testing) and who require an accommodation, should discuss their needs with the Talent Acquisition Advisor when invited to the assessment process. For more information on our accommodation process please click on the link; [Accommodations | Hiring | Employment | Halifax](#)

(position # 78640662)