



Job Posting:

Coordinator, Harm Reduction Community Care Program

About PASAN

PASAN is a community-based Harm Reduction/HIV/HCV organization that provides support, education, and advocacy to, for, and with individuals who are incarcerated or formerly incarcerated.

Mission: PASAN is a place where prisoners matter. We support and advocate with communities disproportionately affected by incarceration, focusing on prison health, harm reduction, HIV, and hepatitis C. No one is left behind, and nobody fails here.

To learn more about us: <https://pasan.org/>

ABOUT THE PROGRAM

The Harm Reduction Community Care Program is a City of Toronto funded project and is coordinated by PASAN, Dixon Hall and Street Health

The program provides low-barrier employment and training to people to conduct safer collection and disposal of used discarded harm reduction supplies in the Downtown East Toronto neighbourhoods. The project seeks to create a safer community for all in Downtown East Area and reduce stigma of harm reduction approaches by building relationships in the community and demonstrating responsiveness to disposal needs of used and discarded harm reduction supplies.

Key Responsibilities:

Program Coordination

- Coordinate the day-to-day implementation of the community cleanup program.
- Receive, triage, and respond to cleanup requests received through email, voicemail, social media, and other communication channels.

- Coordinate schedules, routes, staffing assignments, and the distribution of supplies and equipment.
- Support the implementation of communication and outreach activities to promote the program and increase community awareness.
- Facilitate regular team meetings and contribute to ongoing program planning and problem-solving.
- Provide harm reduction information, brief support, practical assistance, and referrals to community services, as appropriate.
- Deliver or support training on overdose prevention, naloxone administration, and the safe collection and disposal of discarded harm reduction supplies.

Community Engagement and Partnerships

- Build and maintain positive working relationships with neighbourhood associations, business owners, landlords, community organizations, and people who use drugs.
- Coordinate regular meetings with community partners to share information, identify emerging issues, and support collaborative responses.
- Support the development of referral pathways and communication processes with partner organizations.
- Identify community education and capacity-building needs and assist with the development and delivery of educational opportunities.

Staff and Volunteer Support

- Assist with the recruitment, onboarding, orientation, and training of project staff and volunteers, in collaboration with the Program Manager.
- Coordinate staff schedules and provide day-to-day guidance and support during cleanup activities.
- Support student placements and field learning opportunities in collaboration with designated staff.
- Participate in regular supervision, team meetings, and organizational activities.

Program Monitoring and Administration

- **Lead the collection, tracking, and maintenance of program data, ensuring accuracy**
- **and timely entry of program statistics and outcomes.**
- **Develop and maintain program spreadsheets, dashboards, and reporting tools to monitor service delivery, performance indicators, and community impact.**
- **Prepare and submit monthly reports, statistical summaries, and funder updates in accordance with City of Toronto reporting requirements.**
- **Build and maintain strong working relationships with City of Toronto staff, funders, and community partners to support program goals and contractual obligations.**

- **Coordinate the collection of program data and support implementation of the program evaluation framework.**
- Maintain accurate records, statistics, and documentation to support program monitoring, reporting, and continuous quality improvement.
- Participate in meetings with community partners, funders, and City representatives, as required.
- Assist with purchasing program supplies and monitoring inventory.
- Perform other duties consistent with the responsibilities of the position.

Job Requirements

- Three to five years of experience delivering community-based programs and services for people who use drugs, people experiencing homelessness, and/or individuals who are currently or formerly incarcerated.
- Demonstrated knowledge of harm reduction principles, overdose prevention, HIV, hepatitis C, and the health and social issues affecting people who use drugs.
- Understanding of the structural, social, economic, and political factors that shape the experiences of people who are currently or formerly incarcerated, including the impacts of criminalization, systemic racism, poverty, and stigma.
- Knowledge of trauma-informed, survivor-centred, culturally safe, anti-oppressive, and equity-based approaches to service delivery.
- Experience building collaborative relationships with healthcare providers, community organizations, neighbourhood stakeholders, and people with lived and living experience.
- Experience coordinating or facilitating community outreach, education, health promotion, or capacity-building initiatives.
- Experience supporting program implementation, data collection, reporting, and continuous quality improvement is an asset.
- Strong organizational, time management, and problem-solving skills,
- Excellent interpersonal, verbal, and written communication skills, with the ability to build respectful relationships with diverse communities and stakeholders.
- Proficiency with Microsoft Office, email, and electronic data collection systems..
- Fluency in languages other than English is considered an asset.
- Demonstrated commitment to harm reduction, health equity, anti-racism, accessibility, and maintaining a healthy and safe workplace.

Assets

- Strong excel, data, and dashboard management skills.
- Prior experience working with incarcerated people, including women and gender diverse folks, Black and Indigenous community members, folks affected by HIV or HCV,
- Experience in program monitoring and evaluation
- An ability to communicate in languages other than English

We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, people of diverse sexual and gender identities and persons with disabilities,

Don't be too concerned if you don't tick all of the boxes when it comes to the requirements that we've outlined - especially if this role really excites and interests you. We would still love to hear from you.

How to Apply

1. Please prepare a resume and a letter outlining your experiences as they relate to this work
2. **Please email celine@pasan.org**
3. Please use subject heading for email: **HRCC Coordinator**

The closing date for this posting is **September 2nd, 2026**. Please email celine@pasan.org

Please Include:

- A letter of interest, which should include:
 - What connects you and motivates you to join the organization The relevant experience and/or skills that you feel you can contribute to PASAN
 - Your understanding and commitment to advocating for health & justice issues for and with individuals who are incarcerated or were formerly incarcerated