

Organizational Management & Project Coordination

- Community Links – Seniors Influencing Policy: Transportation (2005)
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Community Links – Seniors Influencing Policy: Transportation (2005)

Horizons coordinated the Developing Rural Seniors' Skills to Influence Policy: Transportation project, a Public Health Agency of Canada's Population Health Fund project for Community Links. Our work included identifying and working with three groups of seniors from various geographic areas of Nova Scotia who were interested in community-based transportation and public policy. We coordinated and delivered two workshops to increase their skills in influencing public policy and their understanding of community based transportation. We also developed the Public Policy & Community Based Transportation Resource, which includes information on the steps to influence public policy, what determines good public policy, and building personal and organizational capacity to influence policy. As well, it offers the reader the steps and information to develop a community-based transportation program, a directory of existing services in Nova Scotia, and selected resources in the areas of public policy and organizational development.

Community Links – Seniors Influencing Policy (2005)

We coordinated Developing Rural Seniors' Skills to Influence Policy, a Public Health Agency of Canada Population Health Fund project, with the purpose of increasing the capacity of rural seniors to influence public policies that affect their health and well-being. We coordinated two workshops to enhance the skills of seniors to influence policies, especially through their community organizations, as well as administered all aspects of the project.

Community Links – Preventing Falls Together (2004)

The purpose of Preventing Falls Together is to increase the capacity of organizations that work with seniors to incorporate falls prevention strategies into their day-to-day work, with the goal of reducing the rate of falling among seniors and veterans. The project was originally funded by the Public Health Agency of Canada and Veterans Affairs Canada, and sponsored by Community Links. The program is now funded by the Nova Scotia Department of Health Promotion and Protection.

Between 2002 and 2004, *Horizons* coordinated all project activities, including:

- Partnership development at the provincial and regional level, including the development of regional coalitions across the province;
- Supporting the work of the intersectoral provincial Steering Committee (comprised of over 20 government and not-for-profit agencies) and its working groups and management committee;
- Coordinating the development of Preventing Falls Together: A Population Health Tool Kit, a comprehensive resource of falls prevention strategies and tools;
- Orientating provincial partners and regional coalitions to the Tool Kit;
- Coordinating meetings of Atlantic falls prevention partners;
- Acting as spokesperson for the project, including media interviews, press releases, conference, and workshop presentations (e.g., the 2003 Canadian Association on Gerontology National Scientific and Educational Meeting; and the 2003 Atlantic Coordinating Committee on Crime Prevention and Community Safety Conference);
- Facilitating the hiring of a permanent coordinator once funding was secured for the ongoing program; and
- Continuing to offer Tool Kit orientation workshops on an as needed basis.

Health Promotion Clearinghouse – Interim Administration (2004)

In the spring of 2004, we coordinated the Health Promotion Clearinghouse (HPC) for the Heart and Stroke Foundation of Nova Scotia and its partners until a full-time Coordinator could be hired. In addition to delivering the program over a five-month period, we also were responsible for data analysis, writing the interim funding accountability report, and training the new HPC Coordinator.

Community Links – Interim Administration (2003)

From September to November 2003, *Horizons* managed Community Links and assisted the Board of Directors with several tasks:

- Managing the ongoing operations of the organization;
- Representing the organization in various initiatives, including the Canadian Volunteer Initiative and the Healthy Communities Network;
- Updating members about the status of the organization;
- Ensuring that relationships with funders remain current;
- Completing relevant reports and updates to funders;
- Providing support to project coordinators and administrative staff;
- Providing support for Board meetings;
- Assisting in the analysis of organizational direction, and supporting the Board in clarifying its working approach and role;
- Developing a policy manual;
- Providing knowledge and skill-building opportunities in the area of community development;
- Providing an analysis of key decisions for the Board to make during the transition period;

- Assisting the Hiring Committee in reviewing compensation packages, reviewing the Provincial Coordinator job description, advertising the senior staff position posting, and organizing the interview and hiring process for the new Provincial Coordinator;
- Assisting the Board in planning for ongoing accounting and administrative support;
- Coordinating the move of the provincial office, including researching appropriate options, managing the physical move, setting up the new office, and informing partners and members about the new location; and
- Taking advantage of relevant funding opportunities and responding to appropriate requests for proposals.