

Job Posting – Education Coordinator

Internal Posting Period:		External Posting Period:	
From: Wednesday, June 30, 2021		From: Wednesday, June 30, 2021	
To: Wednesday, July 14, 2021		To: Wednesday, July 14, 2021	
Union: BCGEU	Collective Agreement: HEABC and Health Services & Support Community Subsector Association 2019 – 2022		
Job Title: Education Coordinator			
Vacancy Status:			
Regular: <input checked="" type="checkbox"/>		OR Temporary: <input type="checkbox"/>	
Full Time: <input checked="" type="checkbox"/>		Part-Time: <input type="checkbox"/> Casual: <input type="checkbox"/>	
Department: Health Promotion and Community Development			
Work Location: AVI Victoria, 713 Johnson Street			
Start Date: September 1, 2021		End Date: March 31, 2022, continuation dependant on funding	
Hours of Work: 37.5 hours per week			
Shift:	Day <input checked="" type="checkbox"/>	Evening <input checked="" type="checkbox"/>	Night <input type="checkbox"/>
Grid Level: 38 + 10%, \$30.02/hour			
Job Summary:			
<p>The Education Coordinator will provide support and coordination for the South Island AVI Education Team. This includes regular individual check-ins/support meetings with staff, organizing and facilitating team meetings, providing coordination and delivery support for education programs, facilitating education programs in the community, carrying out administrative tasks, and tasks related to grant/contract obligations (e.g. reporting, assisting with grant applications). The Education Coordinator supports the members of the Education Team - who hold multiple, intersecting identities including (but not limited to) people who use/d drugs, people with lived experience of HIV and hepatitis C, and LGBTQ2S+ people - from a sex positive and harm reduction-based approach.</p>			
Qualifications:			
<ul style="list-style-type: none"> • Experience working in solidarity with people who have lived experience related to: living with HIV or Hepatitis C; racialized oppression; membership in the LGBTQ2S+ community; using criminalized substances; being a youth member of one of these communities (in community or professionally) • 2 years' experience providing support and leadership to a diverse staff team • Minimum 1-year program coordination experience (preferably education programs) • 2 years' experience facilitating interactive educational workshops; strong knowledge/skills in this area and ability to provide support/mentorship to staff 			

Hours of Work, Days Off and Work Area may be subject to change.

We encourage applications from, but not limited to, Indigenous persons, persons of colour, persons living with disabilities, persons who use/d illicit drugs, persons with experience of sex work, and persons representing diverse genders and sexualities.

Please submit your Resume and Cover letter to jobs@avi.org by 5pm on July 14, 2021

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Key Duties and Responsibilities:

1. Supports staff, through regular one-on-one and team check-in meetings, to develop and manage work plans, problem-solve challenging situations that arise, set and maintain boundaries, access time off and benefits, develop and maintain relationships with community partners, set professional development goals, successfully deliver programming, carry out program evaluation and reporting.
2. Leads the collaborative design, implementation, and evaluation of programs and services in the Health Promotion Department.
3. Contributes to mentorship and modeling of practice for staff that is in line with principles of social justice, trauma-informed care and cultural humility.
4. Performs financial duties such as reviewing spending reports and budgets, exercising signing authority, maintaining petty cash, and monitoring expenditures.
5. Leads writing, production, distribution of information and workshop curriculum on issues related to HIV, hepatitis C, harm reduction for safer sex and substance use, overdose response, and community resources.
6. Collaborates with Health Promotion team members and AVI's management team to recruit and select staff by performing duties such as screening applicants, participating on interview panels, providing input into the development of interview questions, and hiring and orienting new staff.
7. Supports staff to navigate the electronic timesheet management system, leave management forms, and benefit access.
8. Ensures appropriate staffing levels for the department and fills in for staff when required in terms of operational requirements, including serving as a back-up for staff who are scheduled to facilitate workshops.
9. Designs and delivers educational sessions and special projects on HIV, hepatitis C, sexual health and STIs, substance use and harm reduction, homophobia and transphobia, to service providers and community groups as requested.
10. Researches and identifies effective community development, health promotion and educational strategies.
11. Forms connections and relationships with community groups and health care professionals to identify trends, needs, priority health issues and networking opportunities.
12. Develops and maintains relationships with community partners, including participating in relevant committees.

Key Duties and Responsibilities (Continued...)

13. Compiles and prepares departmental statistical and program information monthly for Executive Director's reports to the Board of Directors, PHAC, Island Health and other funders, including directly working with education team staff to complete reports as needed.
14. Contributes to annual program evaluation reports (PHAC, Island Health, yearly report).
15. Assists with writing and submitting grant applications as needed.
16. Performs other related duties as assigned.

Qualifications:

- Experience working in solidarity with people who have lived experience related to: living with HIV or Hepatitis C; racialized oppression; membership in the LGBTQ2S+ community; using criminalized substances; being a youth member of one of these communities (in community or professionally)
- 2 years' experience providing support and leadership to a diverse staff team
- Minimum 1-year program coordination experience (preferably education programs)
- 2 years' experience facilitating interactive educational workshops; strong knowledge/skills in this area and ability to provide support/mentorship to staff
- Experience facilitating workshops for people who experience poverty and/or homelessness; people who use criminalized drugs; Indigenous people; racialized people; LGBTQ2S+ people; sex workers; people living with disabilities; service providers
- Demonstrated experience in educational program curriculum design and development, group process, facilitation and evaluation techniques and delivering public education events (ex. workshops, forums, conferences)
- Combination of education and experience related to writing grants, managing funding deliverables and reporting on project activities
- Demonstrated commitment to social justice principles and practices, including harm reduction, anti-racism, decolonization, combating stigma related to drug use, HIV, hepatitis C, and challenging gendered oppression, ableism, homophobia, and transphobia
- Thorough knowledge and understanding of HIV, hepatitis C, harm reduction, substance use and sexual health, or related facets of wellness that includes an intersectional perspective (i.e. acknowledges such factors as poverty, racialization, gendered oppression, etc.)
- Commitment to developing culturally safe and trauma-informed programming and services
- Excellent prioritization and time management skills, including ability to triage crises, urgent demands and complex situations
- Excellent leadership skills including the ability to coach and mentor staff, engage in group process work (e.g. goal setting), facilitate conflict resolution and collaboration
- Demonstrated ability to be flexible and versatile in a changing work environment
- Current Valid BC Drivers' License an asset

Skills and Abilities:

- Excellent communication and interpersonal skills required to work effectively with co-workers, service users, community, and other service providers
- Commitment to effective and respectful relationships with Indigenous communities within a professional role
- Ability to build relationships and work collaboratively with staff, community partners, and service users
- Ability to provide support to staff from a harm reduction perspective

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Skills and Abilities (Continued...)

- Ability to provide constructive feedback and supportive conflict resolution
- Ability to assist staff, contractors, and volunteers to establish and act on priorities
- Ability to problem solve collaboratively with creativity, flexibility, and assertiveness in dealing with complex issues
- Strong project coordination skills, including time, budget, and workload management
- Strong group facilitation and public speaking skills
- Ability to analyze, think critically and resolve problems
- Good computer skills, including databases, word-processing, email, graphics and social media
- Ability to work a flexible schedule including evenings and weekends when needed

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