

Position Title:	Project Coordinator, <i>Community Leadership on Access and Mobilization Project</i>
Reports To:	Program Manager, Knowledge Translation
Position(s) Supervised:	none
Status:	full-time, 40 hours/week
Salary:	hourly, \$23.47/hour
Probationary Period:	3 months
Location:	Vancouver, BC
Posting Date:	October 17, 2017

**About Health Initiative for Men Society (HIM):**

HIM’s mission is to strengthen the health and well-being of gay men. We value a comprehensive approach to healthy living; we value gay men’s ability to make informed decisions; we value a non-judgmental, sex-positive and strengths-based philosophy; we value scientific research; we value capacity-building and collaboration; we value the role of our communities. HIM works in the four determinants of health: physical, sexual, social and mental, to foster mutually beneficial relationships among gay men and health professionals to ensure the best possible support and outcomes.

**Primary Role:**

The Project Coordinator is responsible for coordinating the local implementation of the Community Leadership on Access and Mobilization Project, a new, five-year national initiative led by Canada’s leading gay men’s health organizations to increase health access for gay, bi, queer, and trans men who have sex with men. Our project will lead evidence-based and community-driven initiatives to improve the availability and use of priority health services, such as PrEP, PEP, HIV testing, vaccinations (e.g. HPV), and mental health and addiction supports.

The Project Coordinator provides a leadership role in the development, delivery, and evaluation of local and/or regional activities in Vancouver, and coordinates the Lower Mainland Project Team. This position also works as a member of the National Team in collaboration with local, regional, and national project stakeholders. The Project Coordinator will work collaboratively with the other regional partners in this national project.

The Project Coordinator will work independently, and creatively while being supported by the Program Manager, Knowledge Translation. The Project Coordinator also works as a team builder, and plays an active role in community liaison and engagement.

**Key Duties and Responsibilities:**

- coordinates a broad range of project activities related to combination HIV/STBBI prevention for gay, bi, queer, and trans men who have sex with men including: formative research, community consultations, and need assessments; intervention development, delivery, and evaluation; community mobilization, mentorship, and skills development;
- coordinates the local and/or regional development of pilot interventions aimed at increasing access to and/or uptake of priority health services such as PrEP, PEP, HIV/STBBI testing, mental health and addiction supports;
- works collaboratively with a diverse range of community, research, and health system partners to foster team building, stakeholder engagement, and strategic input;
- organizes team and advisory committee meetings and represents the local project team in national conferences and team meetings;
- collaborates with the National Project Director and other local/regional project teams;
- coordinates consultation of local and/or regional project activities and materials through presentations at local, regional, and/or national meetings/conferences;
- supports the evaluation of project activities in collaboration with the national evaluation team and other project stakeholders;
- coordinates project budget processes, reporting, and other administrative duties as required;
- reports directly to Program Manager, Knowledge Translation;
- works closely with all Program Managers as part of a team;
- provides strong leadership through internal collaboration and team building;
- provides individual and team de-briefing, support and capacity building;
- networks with other service providers, community organizations and resources to best support HIM programming and wrap-around supports;
- demonstrates a positive, appropriate and personable relationship with all consumers, volunteers, staff and management;
- prepares and maintains all appropriate records and submits these to Program Manager, Knowledge Translation, quarterly;
- is directly responsible to and maintains effective communication with Program Manager, Knowledge Translation;
- attends regular meetings with Program Manager, Knowledge Translation, to debrief, update and plan;
- other duties as assigned.

**Knowledge, Skills and Abilities:**

- bachelor degree in health and/or social sciences, or related field of study;
- at least three years of experience coordinating projects related to health promotion, research, or similar area of work;
- knowledge of the social determinants of health, gay men's health and wellness, intersectionality, and HIV/STBBI prevention is an asset;
- synergy with HIM mission, vision and core values;
- direct in-depth experience in speaking about gay men's health in diverse contexts;

**Knowledge, Skills and Abilities, continued:**

- ability to demonstrate responsibility, reliability and self-motivation as both a team player as well as being able to work on tasks independently of others;
- strong leadership skills and ability to work both independently and as part of team-based environments;
- ability to maintain non-judgmental and approachable manner is required;
- exceptional proven team-building ability combined with excellent verbal and written and oral communication skills are required;
- proficiency in using Microsoft Office (e.g. Word, Excel, Power Point) and other computer/virtual platforms;
- demonstrated ability to provide de-briefing, support, conflict resolution, verbal-de-escalation, and other related team support;
- clear understanding of and commitment to harm reduction support/services;
- sensitivity to age, race, cultural, gender/sexual diversity and individual life choices;
- strong personal self-care plan and support network;
- demonstrated ability to set, adhere and respect healthy personal and professional boundaries;
- working knowledge of community resources including physical/social/sexual and mental health, addiction/recovery, gender and sexuality, marginalization and other programs/services relevant to the communities that HIM works with;
- experience coordinating educational and/or consultation events such as workshops, trainings, conferences, and other meetings is an asset;
- familiarity with local and/or regional gay communities and resources;
- experience working with community or non-profit organizations, and/or public health agencies is an asset;
- familiarity with social (e.g. Facebook) and sexual networking (e.g. Grindr) platforms is an asset;
- experience supervising staff and/or volunteers is an asset;
- bilingual (English and French) skills are an asset;
- BC Class 5 driver's license is considered an asset;

This position works primarily in a shared office environment, but will also require flexibility to travel and work in multiple settings.

If you're looking for an opportunity to commit to an organization passionately dedicated to strengthening the health and well-being of gay men, please send your resume by 5pm (PDT) on November 1, 2017.

No telephone calls please. We thank all of you who apply for your interest, however, only those applicants to be interviewed will be contacted.

Please submit resume and cover letter to [resumes@checkhimout.ca](mailto:resumes@checkhimout.ca)