

Position Title:	Program Coordinator, Community Engagement
Reports To:	Program Manager(s)
Position(s) Supervised:	none
Status:	part-time, 16 hours/week
Salary:	hourly, \$22.89/hour
Probationary Period:	6 months
Location:	Vancouver, BC
Posting Date:	August 11, 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:

As part of our work to build communities, and improve gay men’s health, HIM also develops and promotes groups, workshops and community dialogues designed to accomplish three main principles, which are:

- To bring gay men together to socialize and break isolation;
- To accomplish specific health-related goals (e.g. education, fitness etc); and
- to consider the existence of groups, workshops and community dialogues an act of HIV and STBBI prevention by breaking stigma associated with the ways that gay men are likely to gather.

The Program Coordinator - Community Engagement is responsible for supporting gay men’s communities through caring, responsive and active engagement with those same communities. The Program Coordinator will be in direct contact (front line) with volunteers, consumers, and the community-at-large, and so the coordinator is additionally required to determine the best, and most appropriate ways of creating and maintaining good relationships.

The Program Coordinator will work independently, and creatively while being supported by one or more Program Managers. The Program Coordinator also works as a team builder, and plays an active role in community liaison and engagement.

Key Duties and Responsibilities:

- coordinates and supervises the day-to-day operations of HIM group programming including (but not limited to) training, facilitation, volunteer recruitment and support, scheduling, maintenance, reporting, statistics, supplies, venues, and safety;
- works closely with HIM Program Managers as part of a team;
- ensures HIM groups and other programs are operating safely and effectively at all times;
- liaises with the HIM groups advisory committee to ensure that all groups and workshops are operating in a way that is informed by gay and bi men;
- provides strong leadership through collaboration and team building;
- provides individual and team de-briefing, support and capacity building;
- maintains collaborative relationships with staff, volunteers, community agencies;
- 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 statistical records and submits these to Program Manager(s) quarterly;
- is directly responsible to and maintains effective communication with HIM Program Manager(s);
- attends regular meeting with Program Manager(s) to debrief, update and plan;
- other duties as assigned.

Knowledge, Skills and Abilities:

- synergy with HIM mission, vision and core values;
- direct experience and in depth experience in speaking about gay men's health in diverse contexts;
- extensive practical experience in group facilitation settings;
- is a responsible, reliable and consistent self-motivated individual who is both a team player as well as being able to work on tasks independently of others;
- exceptional ability to maintain non-judgmental and approachable manner is required;
- exceptional proven team-building ability combined with excellent verbal and written communication skills are required;

- demonstrated high level of proficiency in computer programs, completing reports (e.g. attendance), statistical reporting, staff scheduling is required;
- must be available for flexible working hours (there will be evening work);
- ability to coordinate/manage differing volunteer/staff schedules;
- 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;
- genuine sensitivity to age, race, cultural, gender /sexual diversity and individual life choices;
- strong personal self-care plan and support network;
- demonstrate an 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;
- must have a valid class 5 driver's license.

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 August 21, 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