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| Position Title: | Acting Program Manager: Sex Work Programs |
| Reports To: | Executive Director |
| Position(s) Supervised: | Program Coordinator, HUSTLE Service Coordinator, Transitions |
| Status: | part-time, 24 hours/week, 6-month term (with the possibility of extension) |
| Salary: | hourly, \$28/hour |
| Probationary Period: | 3 months |
| Location: | Vancouver, BC |
| Posting Date: | February 2, 2018 |

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 *Acting Program Manager: Sex Work Programs* is responsible for the implementation, management, supervision and evaluation of the sex work programs at the organization (HUSTLE and Transitions) in accordance with the standards and objectives set out by HIM and the communities it serves. These communities include gay, bi, queer, MSM, trans women and straight men working in sex economies. The *Acting Program Manager: Sex Work Programs* is responsible for strategic planning, funding development and budgeting initiatives in addition to problem solving and working within the program guidelines and policies, as well as HIM’s mission. The *Acting Program Manager: Sex Work Programs* is directly accountable and responsible to the Executive Director.

Key Duties and Responsibilities:

Program Management:

- responsible for the implementation, management, supervision and evaluation of all activities of HIM’s sex work programs (HUSTLE, Transitions);
- compile, maintain and report on the monthly, quarterly and annual program statistics, outcomes and best practices;
- report on trends in the programs, identify issues and develop and recommend solutions to the Executive Director;
- responsible for the recruitment, supervision and evaluation of possible practicum students/volunteers as well as evaluate recruitment strategies to expand the number of students/volunteers who choose HUSTLE/Transitions for their placement;
- develop, implement and evaluate recruitment strategies to expand the number of participants in the programs (i.e. online project engagements);
- responsible for the mentorship and training of all employees/volunteers for HUSTLE/Transitions;

- supports the evaluation of program activities in collaboration with other program stakeholders;
- coordinates project budget processes, reporting, and other administrative duties as required;

Human Resource Management:

- supervise the ongoing activities of the sex work program coordinators (HUSTLE, Transitions) and assist in program activities, coordination and development;
- direct, plan and coordinate the work of program staff/volunteers including supervision and evaluation, training and team building;
- organize and attend regular team meetings to maintain effective communication and debrief;
- ensure adequate and qualified staff/volunteers to carry out program activities;
- in consultation with the Executive Director, responsible for the selection, hiring, training, and discipline of all program employees;

Community/Social Development:

- responsible for the implementation, management, supervision and evaluation of all activities related to community partnerships and engagements including skills development workshops, presentations, trainings and collaborations;
- responsible for ensuring skills development workshops/trainings are relevant in topic and targeted for the appropriate audiences;
- identify and form appropriate partnerships for program delivery;
- identify and form partnerships to enhance and increase the relevance, accessibility and effectiveness of HIM's sex work programs where appropriate;
- responsible for the expansion of HIM's sex work programs, forming partnerships where appropriate;

Fund Development:

- where appropriate, responsible for managing current and future funding partnerships that support HIM's sex work programs (i.e. VCH, FHA, CoV, MAC, PHAC, PSC);

Organizational Development:

- 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, participants, volunteers, staff and management;
- prepares and maintains all appropriate records and submits as required;
- responsible to and maintains effective communication with Executive Director;

Knowledge, Skills and Abilities:

- bachelor degree in health and/or social sciences, or related field of study;
- synergy with HIM mission, vision and core values;

- knowledge of the social determinants of health, gay men's health and wellness, intersectionality, and HIV/STBBI prevention is an asset;
- direct in-depth experience in speaking about gay men's health in diverse contexts;
- familiarity with local and/or regional gbO MSM communities and resources;
- clear understanding of and commitment to harm reduction support/services;
- experiential background and skills;
- 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;
- 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 problem solving and leadership skills and ability to work both independently and as part of team-based environments;
- exceptional proven team-building ability combined with excellent verbal and written and oral communication skills are required;
- ability to maintain non-judgmental and approachable manner is required;
- demonstrated ability to provide de-briefing, support, conflict resolution, verbal-de-escalation, and other related team support;
- 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;
- experience coordinating educational and/or consultation events such as workshops, trainings, conferences, and other meetings is an asset;
- proficiency in using Microsoft Office (e.g. Word, Excel, Power Point) and other computer/virtual platforms;
- experience working with community or non-profit organizations is an asset;
- experience supervising staff and/or volunteers is 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 February 16, 2018.

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