|  |  |
| --- | --- |
| Position Title: | *Program Coordinator,* *Outreach – Vancouver* |
| Reports To: | *Program Manager, Community Engagement* |
| Position(s) Supervised: | none |
| Status: | full-time, 40 hours/week |
| Salary: | hourly, $25/hour |
| Probationary Period: | 3 months |
| Location: | Vancouver, BC |

**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 *Program Coordinator, Outreach - Vancouver* reports to the *Program Manager - Community Engagement* and collaborates with the *Program* *Manager - Health Promotion*, *Program Coordinator, Outreach - Fraser*, and the *Program Coordinator - Volunteer Engagement* to plan, organize and execute HIM’s outreach efforts in Vancouver.

The *Program Coordinator, Outreach - Vancouver* is responsible for venues-based outreach as well as distribution of promotional materials, condoms, and other harm reduction materials (e.g. pipes, needles, naloxone kits, etc.). The *Program Coordinator, Outreach - Vancouver* coordinates HIM’s involvement in appropriate local events (e.g. Pride festivals, community health fairs) and does presentations as a representative of HIM to strategically-identified parties in Vancouver. The *Program Coordinator, Outreach - Vancouver* engages in virtual outreach which includes but is not limited to engagement through HIM’s social media pages (e.g. Facebook, Instagram) as well as gay networking desktop and mobile channels (e.g. Grindr, Meetup, Squirt). As HIM’s primary outreach liaison in Vancouver, the *Program Coordinator, Outreach - Vancouver* is tasked with cultivating mutually-beneficial partnerships with community members, leaders, and organizations. The *Program Coordinator, Outreach - Vancouver* supports the development, maintenance and oversight of HIM’s community engagement efforts in the Vancouver (e.g. Yoga, Dragon Boating, Flex Fit, Tango, Improv, Life Drawing, etc.). Additionally, the *Program Coordinator, Outreach - Vancouver* supports the *Program Coordinator, Volunteer Engagement* with the recruitment and ongoing engagement of volunteers in Vancouver, and provides logistical support to HIM’s health centres in Vancouver as needed.

**Key Duties and Responsibilities (position specific)**:

* coordinates the day-to-day operation of HIM’s outreach programming in Vancouver including resource distribution, virtual engagement (e.g. social media, mobile applications, etc.), special events engagement (e.g. Pride festivals, university wellness events, resource fairs, etc.), and partnership building;
* works with the *Program Manager, Health Promotion* and *Program Coordinator, Outreach - Fraser* to develop, update, monitor and implement a comprehensive outreach engagement strategy in Vancouver;
* coordinates HIM material distribution to appropriate outreach venues;
* creates and maintains a distribution route and strategic growth plan for Vancouver distribution of physical HIM promotional materials and condom and harm-reduction materials (e.g. pipes, needles, naloxone kits);
* collaborates with *Program Coordinator, Outreach - Fraser* to track stock of HIM print resource materials and other outreach supply inventory;
* networks across communities in venues where HIM condom dispensers/materials are displayed (e.g. bars, nightclubs, restaurants, bathhouses, community organizations);
* identifies and cultivates relationships with potential outreach venues including, but not limited to, community spaces (e.g. libraries, colleges and universities, community centres) and sites of queer activity (e.g. bathhouses, bars, clubs, book shops);
* works with the *Program Coordinator, Volunteer Engagement* to recruit, train, and manage volunteers that assist with distribution of HIM promotional materials, condoms, harm-reduction supplies, and other outreach material;
* works with the *Program Coordinator, Volunteer Engagement* and the *Program Coordinator, Outreach - Fraser* to attract, retain and meaningfully support HIM’s group facilitators and volunteers in Vancouver;
* collaborates on upkeep of volunteer database with *Program Coordinator - Volunteer Engagement*, ensuring all information pertinent to Vancouver is current;
* establishes connections with facilitators and attendees of HIM groups in Vancouver;
* supports in-house and community-led development of new groups in Vancouver;
* provides required logistical support to HIM’s health centres located in Vancouver (HIM on Davie, HIM on the Drive) as needed;
* demonstrates positive, appropriate, collaborative and personable relationships with all program participants, volunteers, community agencies, staff and management;
* networks with other service providers, community organizations and resources to best support HIM programming and wrap-around supports;
* works collaboratively with a diverse range of community, research, and health system partners to foster team building, stakeholder engagement, and strategic input;
* coordinates project budget processes, reporting, and other administrative duties as required;
* provides strong leadership through internal collaboration and team building;
* provides individual and team de-briefing, support and capacity building;
* ensures HIM outreach is operating safely and effectively at all times;
* schedules flexible office hours (including occasional weekend work, seasonally dependent);
* prepares and maintains all statistical records for submission to *Associate Director, Programs and Interventions* quarterly;
* maintains regular communication with outreach coordination team to debrief, update and plan;
* other duties as assigned.

**Key Duties and Responsibilities (General):**

* works closely with all HIM staff 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;
* other duties as assigned.

**Knowledge, Skills & Abilities**

**Gay Men’s Health:**

* synergy with HIM mission, vision and core values;
* a demonstrated understanding of the social determinants to health as they relate to GBT2Q health, GBT2Q health and wellness, intersectionality, and HIV/STBBI prevention, as well as anti-oppression/social justice frameworks in diverse contexts;
* familiarity with local and/or regional GBT2Q communities and resources;
* clear understanding of and commitment to harm reduction support/services;
* sensitivity to age, race, cultural, gender/sexual diversity and individual life choices;
* 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;
* well-connected across a diverse range of social networks within the communities HIM works with; and
* experience working with community or non-profit organizations.

**Interpersonal:**

* strong leadership skills and ability to work both independently and as part of team-based environments;
* 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;
* exceptional ability to be non-judgmental and approachable;
* demonstrated ability to provide supervision, leadership, work direction and guidance to volunteers and staff;
* demonstrated ability to communicate effectively - both orally and in writing - with clients, service providers, colleagues, other health care staff, and volunteers, both one-on-one and in groups;
* demonstrated listening and information-seeking skills that promote communication and lead to a cooperative approach to problem solving within a multidisciplinary setting;
* demonstrated ability to develop and maintain collaborative working relationships, with a clear understanding of client-centered, integrated, community-based service delivery program and community involvement approach;
* demonstrated ability to provide de-briefing, support, conflict resolution, verbal-de-escalation, and other related team support;
* strong personal self-care plan and support network; and
* demonstrated ability to set, adhere and respect healthy personal and professional boundaries.

**Position Specific:**

* direct experience with staff support and program coordination;
* practical experience in an outreach (physical/virtual) setting;
* exceptional ability to be non-judgmental and approachable;
* ability to coordinate/manage differing volunteer/staff schedules;
* working knowledge of HIM community stakeholders including venues, events, networks and other programs/services relevant to the communities that HIM works with;
* working knowledge of the internet, relevant social networking, dating and mobile applications;
* familiarity with social (e.g. Facebook) and sexual networking (e.g. Grindr) platforms; and
* experience coordinating educational and/or consultation events such as workshops, trainings, and other meetings is an asset.

**General:**

* demonstrated ability to establish and manage workload priorities, both independently and as part of team-based environments;
* strong organizational skills with the ability to plan, prioritize, execute, and evaluate multiple projects simultaneously;
* ability to develop and implement projects involving a multidisciplinary team and other community agencies;
* strong computer skills, including proficiency in Microsoft Office applications (e.g. Word, Excel, Power Point) and other computer/virtual platforms;
* bilingual (English and French) skills are an asset;
* BC Class 5 driver’s license is considered an asset;
* ability to carry out the physical demands of the job; and
* strong computer skills, including proficiency in MS Office applications.

This position is based primarily in a busy, shared office environment, but will also require flexibility and adaptability to attend HIM groups in evening hours, as well as 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 and cover letter to [resumes@checkhimout.ca](mailto:resumes@checkhimout.ca) by 5pm (Pacific Time) on Monday, March 2, 2020.

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