

Posting date: Monday June 17, 2022

The Health Initiative for Men (HIM), a non-profit society whose main office is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliilwətaʔt (Tsleil-Waututh) Nations (Vancouver, BC), seeks a qualified candidate to fill the subcontractor position of **Program Coordinator, Online and Offline Outreach – Vancouver** for a 9-month contract (expires at the end of the 2022-2023 Fiscal Year, March 31st, 2023)

HIM is a non-profit society that aims to strengthen health and well-being in communities of self-identified GBQ (gay, bi and queer) men and gender diverse people in BC. Our vision is to build healthier lives together. We value a comprehensive approach to healthy living; we value our community'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.

The **Program Coordinator, Online and Offline Outreach - Vancouver** reports to the *Manager, Communications and Development* and collaborates with the Program Specialist, Design and Communications, *Program Coordinator, and Community Engagement - Vancouver* to plan, organize and execute HIM's outreach efforts in Vancouver. The *Program Coordinator, Online and Offline Outreach* is responsible for venues-based outreach as well as coordinating distribution of promotional materials, condoms, and other harm reduction materials (e.g. pipes, needles, naloxone kits, etc) within Vancouver.

The **Program Coordinator, Online and Offline Outreach – Vancouver** builds relationships with local businesses within Vancouver and Davie Village, strengthening existing partnerships and building new partnerships with new venues and businesses. The *Program Coordinator, Online and Offline Outreach* supports the virtual outreach which includes but is not limited to engagement through HIM's social media pages (e.g. Facebook, Instagram) as well as the HIM website.

The salary is expected to be between **\$13,056-\$14,688 for the duration of the contract (16 hours per week, based on \$25.50 per hour)**, and the successful applicant will report to the *Manager, Communications and Development*. This contract will expire at the end of the 2022-2023 Fiscal Year, March 31st, 2023. There may be a possibility of contract renewal.

Key Responsibilities:

- creates and maintains a weekly offline promotion plan and schedule for Vancouver area for the distribution of physical HIM promotional materials and condom and harm-reduction materials (e.g. pipes, needles, naloxone kits);
- coordinates the operation of HIM's outreach programming in Vancouver including harm reduction supplies and promotional material distribution to local partner venues and businesses according to the weekly distribution schedule – including distribution to HIM health centres on Davie and on Commercial Drive;
- Build partnerships with local businesses and venues in Vancouver to support HIM's mission, outreach efforts and fundraising goals;
- Support virtual engagement (e.g. social media and website), including but not limited to: developing, scheduling and publishing content in collaboration with Program Specialist, Design and Communications
- demonstrates positive, appropriate, collaborative and personable relationships with all partners and community members;

- 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;
- ensures HIM outreach is operating safely and effectively at all times;
- maintains regular communication with the Communications team to debrief, update and plan;
- other duties as assigned.

Minimum Qualifications:

- Preferred 3 years' experience in customer service and client servicing
- Experience in partnership-building and account management
- Experience with project management, preferably in logistics/distribution
- Experience with GBT2Q communities required.
- Access to reliable transport within Vancouver is required. Valid Class 5 driver's license is a preferred.

Preferred qualifications:

- Familiarity queer spaces in and around the Vancouver area
- Experience in working with marginalized people including queer men, trans people, non-binary people, sex workers, and people who use substances.
- Grounded in sex positivity.

Additional considerations:

- HIM is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous/Two-Spirit people, people of colour, and people with disabilities. If comfortable, applicants are encouraged to self-identify in their cover letter or in communication with the hiring committee.
- Peers are offered additional support in the form of Clinical Supervision.
- Peers Positions are not noted as "peer" in the title of the position. The title of this position is: Program Coordinator, Community Engagement.
- Applying as a Peer means that applicants may need to identify their lived experience in their application process. This will be done in ways that are not invasive and confidentiality is of the utmost importance. You will not be required to share explicit information about your work history or anything you are not comfortable disclosing
- **If you have any concerns about your confidentiality or would like any more information about how your personal information is protected, please contact aaron@checkhimout.ca**
- New policies and practices are in place at HIM that support the comfort, safety and wellness of trans, and gender diverse staff members. If you have inquiries about these policies and practices (which include gender affirming insurance options), please inquire in a separate email to Aaron@checkhimout.ca

TO APPLY:

Please email your cover letter and resume/CV to ATTN: **Zaid Elbitar** at resumes@checkhimout.ca

Applications must be received no later than **5:00pm (PST) on Friday July 1st, 2022.**

Position title:	Program Coordinator, Online and Offline Outreach
Reports to:	Manager, Communications and Development
Positions supervised:	0
Salary:	\$13,056-\$14,688 (16 hours per week)
Probationary period:	3 months
Location:	Coast Salish Territories (Vancouver Island, BC)