



Job Description

Internal/External

ID#PE12

Posting Date: February 8, 2012

Prevention Education Coordinator

Reporting to:	Manager of Volunteer, Prevention and Support Services
Bargaining Unit:	Health Science Professionals Bargaining Association
Classification:	Grid Level 8
Union:	Health Sciences Association
HSA/HEABC ID #:	TBD
Hours of Work:	32 hours per week

Job Summary:

The Prevention Education Coordinator is responsible for the development, implementation and evaluation of AIDS Vancouver's HIV prevention, education, and community outreach. The Coordinator is responsible for meeting funding deliverables through the coordination of volunteers, strengthening community collaboration, and expanding outreach services.

Duties:

- Develops, implements, and evaluates prevention education program services;
- Develops and delivers training curricula and workshops on HIV prevention and other health issues; Researches and develops resources relevant to HIV prevention such as brochures, fact sheets, and online engagement tools;
- Researches and shares relevant HIV prevention information, theories and practices with team members, agency staff, volunteers and community partners;
- Supervises volunteers and trains volunteers in areas including, but not limited to, HIV and sexual health, workshop delivery, and group facilitation;
- Coordinates an outreach volunteer team for workshop and training delivery, and community collaboration and tabling events;
- Identifies, develops and maintains partnerships to strengthen and improve HIV prevention programming and service delivery;
- Contributes to program accountability through the completion of an outcomes measurement framework, data collection, funding reports, and strategic planning; Assists with developing funding proposals;
- Participates in relevant community committees;
- Participates in staff development activities and agency and community partners orientation sessions; Coordinates health education research initiatives as needed;
- Attends all staff meetings as called by the Executive Director;
- Performs other related duties as required.

Qualifications:

Education and Experience:

- Bachelor degree in an allied health field or equivalent training and experience in health promotion and education;
- 3 years program coordination experience, including the coordination of volunteers;
- At least 2 years group facilitation experience;
- At least 2 years experience designing and delivering education workshops and curriculum in non-profit sector, preferably an ASO or sexual health setting;
- Demonstrated awareness of issues related to sexual health and poverty, mental health, drug use, gender inequality, violence/trauma, and other forms of oppression;
- Or an equivalent combination of education, training, and experience

Skills and Abilities:

- Excellent writing and oral communication skills;
- Knowledge of HIV/AIDS and its impact on various communities;
- Skilled in volunteer training and supervision;
- Knowledgeable of issues related to diversity and population health;
- Ability to work both independently and as a team;
- Skilled in utilizing Microsoft software and online tools and text-based media;
- Knowledge of social marketing;
- Flexibility to work evenings and weekends;
- Sensitivity in working with marginalized and vulnerable populations;
- Ability to plan, organize, and prioritize;
- Ability to operate related equipment;
- Ability to analyze and resolve problems.

Revised: May 2010

Updated: September 21, 2011

Revised February 8, 2012

Closing Date for applications:

Saturday, February 18, 2012

**Quinn Bennett, Manager of Volunteer, Prevention
and Support Services: quinnb@aidsvancouver.org
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Although we consider every application carefully, only those selected for an interview will be contacted. AIDS Vancouver is an equal opportunity employer and we encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status).