**Peer Engagement Coordinator – Temporary** (with a possibility for permanent depending on future funding)

**Reporting to:** Volunteer Resources Supervisor

**Bargaining Unit:** HSA AIDS Vancouver Chapter - #849

**Classification Grid:** Level 9

**Benchmark:** Volunteer Coordinator

**Union**: Health Services & Support Community Subsector Association

**Duration:** Immediately to March 31, 2014

**Hours:** Part-Time, 24 hours per week, Monday/Wednesday/Thursday

**Location:** Seymour Site

**Position Summary:**

AIDS Vancouver actively engages People Living with HIV/AIDS to volunteer in leadership roles in HIV outreach and prevention programs that support the rights of People Living with HIV/AIDS to live healthy, positive, sexual lives, and to access the information, resources and tools required to help them achieve those rights.

The Peer Engagement Coordinator implements and oversees the day-to-day operation of the Peer Engagement program and works closely with Program Coordinators to ensure consistent and cohesive client service. The Coordinator reports to the Volunteer Resources Supervisor.

**Duties:**

* Consults with the Volunteer Resources Supervisor on program issues and direction;
* With the assistance of the Volunteer Resources Coordinator, participates in the recruitment of volunteers;
* Provides ongoing leadership, coaching and capacity building to Peers assigned to programs;
* Works with all Program Coordinators in planning peer volunteer needs;
* Consults with and maintains contact with diverse communities, including gender, age, ethnicity, religion and HIV disease progression identified communities, to ensure that the Peer Engagement program represents and connects with the many lived experiences of People Living with HIV/AIDS;
* Works with Program Coordinators to implement the shared vision of Peer Engagement;
* Facilitates the development of a Peer Engagement model for Volunteer Resources;
* Delivers training and outreach opportunities for service provider agencies in Peer Engagement and the Greater Involvement and the Meaningful Involvement of People Living with HIV/AIDS (GIPA/MIPA);
* Actively promotes interest, participation and support for the Peer Engagement program to appropriate audiences, including bathhouses, faith based organizations, corporations, secondary and postsecondary schools and social services that serve infected and affected communities;
* Participates in meetings and trainings, and sits on committees, both in-house and on behalf of the agency to increase service accessibility and agency leadership;
* Nurtures effective relationships to improve AIDS Vancouver’s capacity to meet the needs of People Living with HIV/AIDS within the network of HIV related service providers;
* Completes funding, statistical and other reports in a timely fashion;
* Provides support to Peers Volunteers during staff absences;
* Participates in department work plans;
* Participates in appropriate staff development activities;
* Attends meetings as called by the Executive Director and/or the Volunteer Resources Supervisor when scheduled during regular working hours;
* Complies with agency policies and procedures;
* Performs other related duties as required;
* Compiles and maintains quantitative statistics.

**Qualifications:**

**Education and Experiences:**

1. Volunteer management diploma or diploma in a related field; or equivalent combination of education and work experience.
2. Two years relevant work experience in a non profit organization in volunteer management.
3. Experience living with HIV/AIDS.

**Skills and Abilities:**

* Ability to communicate effectively, both verbally and in writing;
* Knowledge of HIV and STIs and their impact on the community;
* Ability to work both independently and in cooperation with others;
* Ability to establish and maintain rapport with clients
* Ability to plan, organize, and prioritize;
* Ability to analyze and resolve problems;
* Leadership skills;
* Ability to supervise;
* Ability to operate related equipment;
* Physical ability to carry out the duties of the position.

**Closing Date for applications:**

**Thursday, February 28, 2013, 4:30pm**

**Please send cover letter and resume in *one Word or PDF document to*:**

**Human Resources, AIDS Vancouver:** [**hr@aidsvancouver.org**](mailto:hr@aidsvancouver.org)

**1107 Seymour Street, Vancouver BC, V6B 5S8**

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).