



## **Education Workshop Coordinator**

**Reporting to:** Community Engagement Supervisor  
**Bargaining Unit:** HSA - AIDS Vancouver Chapter - #849  
**Benchmark:** Program Coordinator 1  
**Classification Grid:** Level 9  
**Hours:** Part Time, 16 hours/week  
**Days:** Various  
**Union:** Health Services & Support Community Subsector Association  
**Location:** Seymour Site and Various

### **Position Summary:**

The Education Workshop Coordinator is responsible for the promotion of AIDS Vancouver's Educate to Empower workshops and training programs in addition to overseeing its day-to-day operations through the supervision and management of volunteers facilitating these workshops and training programs and includes the provision of specialized orientation and training, ongoing support, guidance, evaluation and recognition. This position reports to the Community Engagement Supervisor.

### **Duties:**

- Consults with the Community Engagement Supervisor on program issues and directions;
- Performs public relations and promotion activities such as preparing educational materials and advertisements, liaising with community groups, and promoting Education workshops;
- Consults with community groups and health care professionals to identify trends, needs and priority health issues;
- Maintains contact with community groups, volunteer organizations, corporations, health professionals, and unions to promote interest and do program cost recovery (fee for trainings), and increase participation and support for the Educate to Empower program;
- Works with Volunteer Resources to recruit, select and recognize volunteers to maintain the program;
- Orients and trains program volunteers in addition to developing and revising training materials and processes as required;
- Supervises volunteers by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, and maintaining timekeeping and volunteer records;
- Maintains and prepares a schedule of programs and events for the volunteers;
- Collaborates with the Peer Engagement Coordinator on a shared vision of Peer Engagement;
- Holds monthly Education team meetings;
- Stays up to date on developments in HIV/AIDS related issues;
- Compiles qualitative and quantitative statistics and reports related to program services;
- Participates in developing and implementing program work plans;
- Maintains outcome measurement and evaluation plan systems;
- Participates on internal and external committees relevant to program services to increase service accessibility and agency leadership as directed by the Community Engagement Supervisor;

- Participates in professional development opportunities as required;
- Attends meetings as called by the Executive Director, the HR Officer and/or the Community Engagement Supervisor when scheduled during regular working hours;
- Complies with agency policies and procedures;
- Performs other duties as assigned.

### **Qualifications:**

#### **Education and Experience:**

- Diploma in volunteer management, community social service or a related field;
- Two years relevant work experience in a non profit organization in volunteer management;
- Two years relevant work experience in workshop promotion and delivery;
- Or an equivalent combination of education, training and experience.

#### **Skills and Abilities:**

- Ability to communicate effectively, both verbally and in writing;
- Knowledge of HIV/AIDS and STIs and their impact on the community;
- Knowledge of harm reduction principles and practice;
- Ability to work 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;
- Ability to supervise;
- Leadership skills;
- Physical ability to carry out the duties of the position;
- Ability to operate related equipment.

#### **Closing Date for applications:**

**Monday, June 23, 2014, 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).