



*Positive Leadership Development Institute™
& Stigma Index Project Manager (Full-time)*

Position: Project Manager (Peer-Designated Position)

Status: Full-time Position

Time Period: 2-year contract position

Salary Range: \$45,000 - \$55,000 along with a competitive benefits package

Start Date: May 4, 2015

Location: Vancouver

The Pacific AIDS Network is looking for a motivated and dynamic individual to oversee all activities of two of our most exciting programs – the Positive Leadership Development Institute™ and the HIV Stigma Index study. This new role at the Pacific AIDS Network presents a unique opportunity to contribute to the HIV/AIDS sector by supporting people living with HIV/AIDS to build their leadership skills and to be involved in research to create social change.

The PLDI™ and Stigma Index Manager will serve as the principal liaison for each project, overseeing planning and implementation, facilitating committee and team meetings and processes, conducting administrative activities, and developing and maintaining record keeping systems and activities. The Manager will also develop and plan capacity-building and leadership opportunities, oversee administrative and logistical support for training events and research activities, and ensure that *HIV Stigma Index Study* plans, protocols and funding requirements are followed. The Manager will also work collaboratively with stakeholders and partners to ensure the success of all activities.

The Manager will be directly supervised by PAN's Director of Programs, and work in active collaboration with the PLDI™ Steering Committee, the Stigma Index team and PAN's Director of Community-Based Research.

About The Pacific AIDS Network:

The Pacific AIDS Network (PAN) works collaboratively to build the capacity and skills of our 50+ member organizations and people with lived experience, to effectively address HIV/AIDS, hepatitis C and related conditions. PAN does this by facilitating communication, providing opportunities for involvement in community based research and the sharing of best-practices, and providing professional/workforce development and leadership training to our members and people living with HIV/AIDS from throughout BC. PAN acts as a voice for the community-based response, undertaking collective action to influence public perceptions and policies.

About the Positive Leadership Development Institute™:

The Positive Leadership Development Institute™ (PLDI) exists with the purpose of supporting people who are living with HIV/AIDS to realize their leadership potential and increase their



capacity to participate meaningfully in community life. Brought to BC in 2009, the PLDI™ is a joint collaboration with the Ontario AIDS Network (OAN). The PLDI™ is a three module leadership training program, consisting of:

- Core Leadership Training – Who am I as a leader?
- Bored? Get on Board! (Board governance training)
- Communication Skills Training

The PLDI™ Honours the leadership of the past; values the leadership here today; and inspires leadership for our future. To date more than 115 people living with HIV/AIDS from across the province have participated in transformative training opportunities via the PLDI™.

About the HIV Stigma Index Study:

The Canadian People Living with HIV Stigma Index in British Columbia (the HIV Stigma Index) is a dynamic research project in BC born out of a community-identified need to turn the tide against persistent HIV stigma and discrimination. Linked to the international HIV Stigma Index initiative, it will be the first ever Canadian community-based research (CBR) study to document experiences of stigma and discrimination from the perspective of people living with HIV.

This action-oriented study will translate community experiences into language decision-makers can effectively use; build a shared agenda to influence programs, services and policies; and positively impact individuals involved. The HIV Stigma Index study is both a process of building partnerships and capacity and an action-based research tool (building on a quantitative & qualitative questionnaire). Designed by and for people living with HIV, and led by people living with HIV, the study will inform better evidence-based responses to HIV and related issues, and will empower participants to have an active voice in anti-stigma and discrimination initiatives.

Duties and Responsibilities:

Positive Leadership Development Institute™:

- Responsible for the development of project plans, critical paths and budget management for all PLDI™ leadership development opportunities and activities.
- Work collaboratively with stakeholders to continue evolving the program, visioning and strategic development.
- Manages the PLDI™ Steering Committee and its activities.
- Supervises and supports the PLDI™ trainers and trainers-in-training.
- Manages the day to day operations of the PLDI™ program and training events, including: application processes; training event promotion; event logistics; liaising with venues; participant management and support; responding to general and information inquiries about the PLDI™ program; processing accounts payable and receivable for PLDI™ events and activities.



- Plans and coordinates alumni initiatives and graduate communication, including the PLDI™ newsletter.
- Investigates and implements mechanisms that allow for the continual assessment and evaluation of PLDI™ activities.
- Conducts needs assessments through coordination and implementation of focus groups, surveys and interviews. Synthesizes needs assessment results, and makes program recommendations.
- Prepares scheduled reports for funders and the Board of Directors.
- Provides support to the Executive Director, Director of Program Development and fund development contractor for proposals related to the PLDI™ program.
- Other duties, as required.

HIV Stigma Index Project:

- Plans and coordinates the initiation of the *HIV Stigma Index* research protocol, and the establishment of operating policies and procedures ensuring adherence to funding requirements.
- Promotes research capacity-building among the research team.
- Plans, implements, and maintains data collection and analysis systems in support of research protocol.
- Manages the collection and analysis of research data.
- Recruits, instructs, and coordinates research assistants and/or volunteers, as appropriate to specific study objectives.
- Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for the *Stigma Index*.
- Manages the day-to-day activities of 2-3 research assistants specifically engaged in the carrying out of research protocol; may perform aspects of the research protocol (i.e. conducting surveys), as required.
- Plans and coordinates the staffing of the study, to include the recruitment, support, and administration of case site staff, as appropriate to the activity.
- Coordinates the provision of administrative services to the research team.
- Supports communications activities and activities to move research to action.
- Works in collaboration with the CBR Program staff at PAN.
- Other duties, as required.

Qualifications:

- This is a peer-designated position and for the purpose of this employment opportunity, peer is defined as a person living with HIV/AIDS
- Minimum 3 years of experience working as a project or program manager
- University degree in a related field or equivalent professional work experience
- Excellent organizational, interpersonal, group team-building and facilitation skills



- Project management skills, including financial administration and reporting
- Knowledge of community-based research principles
- Understanding of and experience with quantitative research considered an asset
- Excellent writing, presentation, and communication skills
- Experience in or understanding of HIV/AIDS research and familiarity with the GIPA/MIPA principles
- Experience in event planning and production an asset
- Graduate of the PLDI™ Core Training an asset
- Knowledge and understanding of the Appreciative Inquiry Model and Facilitative Leadership an asset
- Experience or ability to effectively work in virtual environments is a must (i.e. proficiency with email, conference calling technology, web-based collaboration tools, etc.)
- Proficiency in applicable software programs (i.e. Microsoft Office, Wordpress, etc.)

Characteristics:

- Self-starter, able to hit the ground running, able to work independently, dependable
- Meticulous, exceptional attention to detail and high level of accuracy
- Proven ability to develop and strengthen community partnerships
- A hands-on, forward-thinking planner, problem solver and implementer, capable of anticipating and dealing with challenges proactively
- Strong organizational skills, ability to multi-task and manage time well
- Ability to offer and receive constructive feedback and a commitment to learning
- Ability and willingness to work flexible hours, including some weekends and evenings, as required
- Skilled team player who is able to build professional and effective working relationships with a diverse group of stakeholders – respected and respectful
- Values diversity, collaboration, transparency, and honesty, and possesses a good sense of humour
- Possess cultural awareness and sensitivity

Application Process:

Forward a CV and cover letter, in PDF format, to stacy@pacificaidnetwork.org by **March 6, 2015 at 5:00 pm PDT**.

Applications **must** be sent with the following email subject line: “PAN Project Manager - Lastname.” (Example: “Project Manager - Jones”)

Only successful, short-listed, candidates will be contacted. No telephone or email inquiries please.

Interviews will be held on March 16 & 17, 2015, in downtown Vancouver.