



## Red Road HIV/AIDS Network

61 – 1959 Marine Dr  
North Vancouver BC V7P 3G1  
Phone: 778-340-3388  
Toll Free: 1-855-340-3388  
Fax: 778-340-3328  
[www.red-road.org](http://www.red-road.org)

## RED ROAD HIV/AIDS NETWORK

### JOB POSTING

**Position: Bloodlines Magazine Coordinator**

**Term: Contract Position (December 1, 2014 to March 31, 2017)**

### Overview

This independent, external position is responsible for the day-to-day operations of Bloodlines Magazine.

Bloodlines Magazine is published once per year. Since April 2005 Red Road has successfully published 12 issues of the highly-regarded education and awareness Bloodlines Magazine as a learning tool for APHAs, Aboriginal people at risk of HIV, Hep C and other communicable or blood borne pathogens, service providers and stakeholders. Bloodlines Magazine has filled a void in the Aboriginal community by giving voice to numerous Aboriginal peoples living with HIV/AIDS, creating a forum for their personal stories to be heard. Through this resource and expanded activities Aboriginal people are better equipped to fulfill Red Road's mandate of "improving sexual health, increasing access to prevention, and reducing harm".

In this role the Magazine Coordinator works closely with the Advisory Committee, reporting directly to the Executive Director who functions as the editor-in-chief (EIC). The EIC provides the publication's editorial leadership and has final responsibility for all operations and policies.

### Duties:

1. Creates a list of each magazine's feature, column and department stories and other editorials.
2. Assigns articles and gives deadlines, word counts.
3. Confirms necessary quotes and manages all contractors including core team, editor and graphic designer.
4. Traffics all artwork, locating it, securing it.
5. Contacts all editors, writers and advertising staff before material is due to ensure they are on schedule. If the Magazine Coordinator finds out that an article, artwork or an ad won't arrive on time, he/she will make arrangements to fill the void.
6. Writes stories for the magazine, taking assignments from the editor-in-chief or as directed by the Advisory Committee.
7. Proofreads and edits stories once editor has provided final article for submission.



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8. Reviews all articles and photographs for accuracy.
9. Works with an evaluation team.
10. Makes presentations to community stakeholders.
11. Generates ideas for new ways of doing things, such as using new technology, implementing ways to increase readership and how to utilize new media.

## QUALIFICATIONS

1. Relevant Bachelor's Degree from an accredited university plus two years of recent, related experience in journalism to this position or an equivalent combination of education, training and experience.
2. Must have Aboriginal cultural competency
3. Demonstrated ability to work with not for profit organizations.
4. Working knowledge of HIV/AIDS community and Aboriginal health
5. Ability to deal with sensitive and often explicit materials and topics.
6. Computer literacy with software programs such as word-processing, presentation, spreadsheets, databases, browsers (including research), electronic mail and project tracking.
7. Ability to analyze data, creates recommendations, report writing, and take action.
8. Demonstrated problem solving skills, adaptable, respond effectively to quickly changing priorities, sound judgment, organizational skills and strong interpersonal skills.
9. Demonstrated leadership, budgeting, team work, organizing, and networking skills.
10. Excellent interpersonal, verbal, and written communication skills.
11. A high degree of accuracy, attention to detail and capable of independent initiative taking.
12. Ability to work within deadlines without supervision.

Note: This role is approximately 15 hours per week, with work being delivered primarily from an off-site location provided by the contracted Magazine Coordinator, and also from the Red Road offices at the discretion of the Executive Director. Some flexibility in time will be required for Advisory Committee meetings and social functions on behalf of Bloodlines Magazine.

**Location:** North Vancouver, BC

**Closing Date:** Friday, November 7, 2014 (4:00pm)

**Start Date:** December 1, 2014

**Compensation:** To commensurate based upon experience



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Please forward resume, cover letter and references to:

Kim Louie, Executive Director

Red Road HIV/AIDS Network

Suite 61 – 1959 Marine Drive

North Vancouver, BC

V7P 3G1

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Fax: 778-340-3328

***No phone calls please. Only those applicants short-listed will be contacted***