

## Health Equity Collaborative

Project Coordinator

### Job Description

**Key focus:** The HEC is committed to understanding the broader health equity issues for the Queer, Trans and Two-Spirit communities of BC and developing policy recommendations to inform direct service changes.

### Acknowledgement

In keeping with our organizational values and the integrity of our work, we acknowledge that this job posting is written on the unceded territory of the Coast Salish peoples, specifically the x̱wməθḵwəy̱əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) and Səlíl̓wətaʔ (Tseil-Waututh) nations. We acknowledge that colonization exists, that without its violent impacts we would not be who we are and where we are today. We also recognize that Indigenous-led alternatives exist and that change is possible. We are dedicated to having further conversations around the long-term work of building stronger, healthier, and more connected communities. We are committed to addressing power and privilege so that we can have these conversations and do the work together.

### Background:

The goal of the Health Equity Collaborative (HEC) is to promote improved health equity for gender and sexual minorities (GSM) in British Columbia (BC).

### Who are the people in the HEC Collaborative?

We come from community groups and organizations, health authorities, universities and the provincial government. We work in diverse areas of policy, research, advocacy, programming and service delivery and we share a passion about the health and wellbeing of GSM. We have seen first-hand the impact of systemic health inequities on our communities and our clients/patients, as well as in our own lives and those of our families and friends. While experiences and specific health issues that affect the diverse people within lesbian, gay, bisexual, transgender, queer, and Two Spirit communities may differ, all GSM minority groups share sub-optimal health status relative to the general population. We hope to improve health, wellbeing and overall outcomes for GSM individuals through changes in policy at all levels of service and government.

### About PeerNetBC:

PeerNetBC is a non-profit, charitable organization that has been helping people connect since 1986, providing resources for peer groups and peer-led initiatives. We work extensively with diverse communities including but not limited to, Indigenous, LGBTQ2S+, folks living with various disabilities, rural, youth, seniors, new comers and refugees.



**The Position**  
**Project Coordinator**  
**120-130 hours monthly**  
**Start date Jan 7th 2019. End Date March 31 2020**

**Job summary:**

The Coordinator works collaboratively to provide support to the HEC working groups in the production of a Final Report. This report is the final deliverable of a 5-year initiative developed in service of highlighting health equity issues experienced by Queer, Trans and Two-Spirit communities of BC and serves as a collective voice to develop policy recommendations to inform direct service changes. The project is currently in its final phase, with two main deliverables: a series of upcoming **Community Consultations** and a **Final Report**. The primary role of this position is to provide the logistical and administrative support to the Project Team (including the collaborative working groups and project management team) within the framework of the project management plan outlining the delivery of the consultations and the report.

**Reports to:**

PNBC Management. PNBC has two roles within this project. As project administrator it maintains financial and legal responsibility. As project manager it is tasked with ensuring the HEC is in a position to fulfill its project goals. It is important to note that this project is a unique opportunity to work collaboratively within a matrixed structure. This structure has been designed to align with the core values of the Collaborative and PNBC and are maintained by a guiding MOU and HEC Terms of Reference.

**General duties and responsibilities:**

**Logistics and Coordination**

1. Provides administrative support for the HEC, Leadership, and Project meetings including: logistics (room, supplies, tech), Communications, Agenda, Minutes and Follow-up of actions.
2. Provides administrative support for the HEC Working Group meetings including logistics, minutes and follow-up of actions – this includes reporting with respect to the timeline.
3. Event Coordination – Coordinates project activities within the approved timeline.
4. Consultations –
  - a. May provide support to working groups to support external consultations – including minute taking, scheduling, collating feedback.
5. Report – production
  - a. Provide initial feedback on the Chapter Frameworks that will provide the general overview and parameters for content delivery (by the working groups).
  - b. Supporting Working groups on content delivery – instrumental support on communicating project timeline, identifying / communicating risks to project management team and collaborative (incl. budget – working with leadership to address).
  - c. Scoping and supporting procurement processes (design and editorial services).
  - d. Ensuring supporting project documentation is maintained to reflect actual state of production i.e. change and risk log.

## **Project Administration**

1. Acts as point person in maintaining the project management plan – working as a liaison between the project management team and the Collaborative and its primary moving parts: Working Groups, and the Leadership Committee. This includes:
  - a. Timeline – keeps timeline up to date and reports on it as part of and with Project Management team
    - i. Weekly project report.
  - b. Budget – provides support to Project Management (team), monitoring, controlling, and communicating (reporting) the budget.
  - c. Expenses – maintains project tracking document, collates expenses for finance team to process.
  - d. Project Meetings – prepares materials for (agendas etc), minutes, facilitates discussions and documents action items, organizes and tracks information on shared and project management files.
2. Other administration – bi-monthly timesheets, attends weekly PNBC team meetings, individual project check-ins.

## **Communications**

1. Internal: significant information management – gathering, synthesizing, prioritizing and reporting out/in to appropriate working groups and members of the Project/Management team. Main platform – google calendar and docs
  - a. Maintains internal communications– scheduling and meeting coordination.
  - b. Document management – keeps project materials up to date and organized.
2. External: supports the development and implementation of relevant communication strategies in support of the Community Consultation process.
3. Works in alignment with PNBC Communication / Engagement policies, guiding contract and HEC Terms of Reference.

## **Community Development**

1. Supports effective, respectful and collaborative cross – sectoral working relationships.
2. Engages with and represents the project to, a variety of stakeholders and the community at large.
3. With an intersectional lens, this position works inclusively as a liaison between individuals and organizations with diverse lived experience.

## **Qualifications:**

### **Education:**

- Relevant University Degree and/or relevant combination of education, training and professional experience including in federal, provincial and municipal planning.
- Project management / coordination training or demonstration of equivalent experience.
- Desired but not required training/experience in: facilitation, conflict resolution, diversity and inclusion.

## Experience:

### **Communications**

- Demonstrated ability to effectively communicate with a variety of audiences both orally and in writing: from concise weekly project summary reports to community invitations to consultations.
- Demonstrated ability to balance / interpret / prioritize - outcome oriented.
- Facilitative – ability to work with small to medium sized groups – problem solving, planning, and delegating to come a common outcome.

### **Projects and Administration**

- Collaborative planning and project management processes; developing, facilitating and participating in, including engagement and consultation efforts.
- Project logistics – coordination of meetings, schedules and maintaining supporting communications (agendas, minutes, follow-up, reports).
- Timeline Management – demonstrated ability in assessing time allocated to tasks, identifying/communicating risks, tracking activities, motivating performance, and reporting on deliverables.
- Experience with budgets and tracking expenses, with an understanding of risk and reporting requirements.

### **Community Development**

- Minimum of five years of relevant experience working in community in either a project coordination or management role.
- Working interdepartmentally and in cross – sector environments - including federal, provincial and municipal planning, within the health system.
- Knowledge of and experience working with the Queer, Trans and Two-Spirit communities.
- Practiced understanding of working in alignment with Indigenous protocols, with respect to intersectionality and within an anti-oppression framework.
- Relationship building and maintaining - with a diverse group of colleagues, supervisors, partners and community members.

### **General**

- Organized, able to balance in a moving vehicle, on what are sometimes bumpy roads.
- Attention to detail is an absolute essential! This is a process driven team and the ability to stay on track, communicating the details and directions is vital to success in this role.
- Ability to work as a team and independently – maintaining project and individual administration.
- Strong technical skills: Office, Excel, and InDesign as well as comfort and skill with online tools – such as google drive, scheduling and email tools.
- A sense of humour.
- Flexible and focused. This is a dynamic project, driven by a collaborative of passionate, informed and diverse people. There is a richness in experience and knowledge at all times in every room, where each are often navigating difficult material amidst a lot of real life. Humor, compassion, and bravery – together, not generally requirements listed in postings – but as a team we would be remiss if we did not list them here. The person we are looking for is someone who will enthusiastically, yet judiciously jump into this process, taking the lead on some of the key structural elements, to keep the train moving in the right direction, allowing the collaborative to direct all its resources to project content.

## **Compensation**

This position is a 14-month contract with PNBC. Wage will be commensurate with experience. \$25-30/hr, 30-35 hrs a week. Benefits may be available following the three-month probation period and depending upon how the contract is structured.

## **Operational requirements / working conditions**

The work can require unplanned overtime and attendance at meetings or public events after normal working hours. The Project Management Team runs out of the PeerNetBC office located at Granville and Hastings. However, travel will be required throughout the term of the project. Ability to work from a home office may be considered an asset. PNBC works within a Microsoft and PC environment.

Diversity and inclusion is a key priority of not only what PeerNetBC does but also how it works. As such, we strongly encourage applications from all qualified applicants. Applicants from traditionally underrepresented or marginalized groups including people of colour, First Nations / Indigenous individuals, and LGBTQ2S+ people are encouraged to apply and welcome to self-identify, should they feel comfortable doing so.

## **Application Process**

Please submit your expression of interest, along with your CV and two recent writing samples to [health.eqt2.collab@gmail.com](mailto:health.eqt2.collab@gmail.com) attention **HEC hiring committee**.

Writing Samples may include: sample agenda, project plan, report, work-plan, timeline, promotional materials.

**Our hiring process** will run through November. Thank you to everyone who applies.

Unfortunately, only those candidates shortlisted will be contacted. Our process will include an initial phone interview/screening, followed by an in-person interview that will include a panel discussion, and a written component.

**Start date Jan 7th 2019. End Date March 31 2020.**