Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Indigenous Programming Coordinator

Job ID	**12-85-95-E1-27-D1**
Web Address	https://careers.indigenous.link/viewjob?jobname=12-85-95-E1-27-D1
Company	PAN
Location	Flexible, Working Virtually, British Columbia
Date Posted	From: 2022-06-22　　　　　　　　　To: 2022-08-21
Job	Type: Part-time　　　　　　　Category: Public Administration
Job Salary	$33,000, plus a competitive benefits package
Languages	English

Description

Hours: Part time - 22.5 hrs per week (0.6 FTE)

Time Period: July 1, 2022 - March 31, 2024 with possibility of extension

Remuneration: $33,000, plus a competitive benefits package

Location: Flexible, working virtually (This position requires travel to in-person events from time to time. Travel expenses will be covered/reimbursed.)

PAN acknowledges and is grateful to work on the traditional lands of Indigenous peoples and nations in what is colonially known as British Columbia.

About PAN:

PAN provides a network to support and connect the abilities and efforts of its 40+ member organizations that respond to HIV, hepatitis C and related issues in BC, including the overdose emergency. Our work includes training and leadership development; community-based research and evaluation; advocacy and policy change; and community building for positive change.

It is an integral part of our work to model a safe and inclusive workplace for all. This includes cultural humility and a commitment to ensuring cultural safety for Indigenous staff, members, partners, and participants. We challenge ourselves to learn new ways to address the struggles of historically oppressed people and communities.

As a non-Indigenous organization, we acknowledge our own privilege and role in the systems of colonization, and we strive to dismantle them.

To learn more about us please visit www.paninbc.ca

Summary of the Position:

The Indigenous Programming Coordinator is an important new position that is being created within our Capacity Building and Leadership team. The Coordinator is a hands-on position and will support the design and delivery of webinars and virtual events, regional trainings, and our annual in-person Educators' Roundtable: Promoting Effective STBBI, HIV, Hepatitis C and Harm Reduction Education with Indigenous Peoples of BC. The Coordinator will also support the development of our "KnowledgeConnect" Learning Portal, a dedicated virtual destination for capacity-building resources and information to further strengthen knowledge and capacity of our member organizations to provide culturally safe and stigma-free STBBI prevention, testing, treatment and care services.

Duties and Responsibilities:

- With a view to cultural safety and relevance, support the development and delivery of all capacity-building programs
- Support the development of content that addresses the core competencies to be effective in HIV, Hep C and STBBI prevention and related work
- Support the building and strengthening of partnerships with Indigenous organizations, leadership and communities
- Provide logistics and administrative support for in-person and virtual events
- Participate on planning and advisory committees, both internal and external, and provide administrative and technical support (i.e., Prepare agendas, schedule meetings)
- Participate in the development of evaluation and monitoring activities and support reporting and relationships with funders as required

- Assists with the preparation of funding proposals
- Respond to inquiries about PAN capacity building and leadership programs and services
- Other duties and special projects identified that reflect both organizational need as well as employee interest
Qualifications:
- Knowledge of the history of Indigenous peoples in Canada and the impacts of colonization; experience working with Indigenous communities in a culturally safe way
- Excellent organizational, interpersonal, group team building and facilitation skills
- Experience working collaboratively with diverse internal and external allies and partners
- Experience with people who use substances and understanding of the negative impacts of stigma and criminalization on people who use drugs; Understanding of the HCV Manifesto, the "Nothing About us, without us" principles, and the GIPA/MEPA principles
- Knowledge of current and emerging issues in HIV, hepatitis C, 2SLGBTQ2+, substance use, mental health, trauma, and more
- Experience in event planning and production will be considered an asset
- Experience with producing and delivering educational materials and events will be considered an asset
- Experience or ability to work effectively in virtual environments is necessary (i.e. proficiency with email, web-based collaboration tools, video conferencing tools (Zoom), etc.)
- Strong written and verbal and communication skills
- Proficiency in applicable software programs (i.e. Microsoft Office, WordPress, etc.)
Attributes/Characteristics:
- Models and promotes community-based approaches to project delivery and a commitment to the calls for action in the Truth and Reconciliation Commission final report including cultural safety and humility principles
- Ability to determine priorities, be self-directed and work with minimal supervision; proven problem-solving abilities
- Understanding and respect of discretion and confidentiality
- Supports a culture of learning within the Department, PAN, and beyond (including but not limited to members, partners and allies PAN works with)

How to Apply
Application Process:
We will begin reviewing applications July 6, 2022 and this posting will remain active until the position is filled.
Please email your application to stacy@paninbc.ca. In your email, please put "Indigenous Programming Coordinator" in the subject line. Please provide a letter that tells us why you are interested in this position, and that also describes what you would bring to the role including your previous experience, and a resume.
Shortlisted candidates will be compensated for their time spent during interviews.
We strongly encourage applications from Indigenous individuals and preference will be given to Indigenous candidates. Additionally, we welcome applications from people living with HIV, hepatitis C and/or other lived and living experiences.