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Positive Living North: No khēyoh t'sih'en t'sehena Society

#1, 1563-2nd Avenue, Prince George, BC, V2L 3B8

Phone: (250) 562-1172

Fax: (250) 562-3317

www.positivelivingnorth.org

JOB POSTING Education Manager

Positive Living North is an Indigenous, community-based organization providing care and support for people living with, vulnerable to, and affected by HIV/AIDS and Hepatitis C (HCV). Under the direction of the Executive Director, the **Education Manager** is responsible for providing leadership and direction around prevention/education of HIV/HCV and other STBBI's. We are looking to interview exceptional candidates who are committed to ongoing personal and professional growth and who are interested in a position as a full-time (37.5 hours a week) Education Manager. We seek a dynamic individual who can compassionately, comfortably, and confidentially work in an environment that respects diversity and can deal non-judgmentally with issues of addictions, poverty, homelessness, and the legacy of the colonization of Indigenous people.

Qualifications

- Master's/Bachelor's degree in the Social Sciences field, current knowledge related to HIV/AIDS, HCV, or equivalent education/experience
- Experience in program management and staff supervision
- Experience facilitating educational presentations
- Exceptional knowledge related to HIV/AIDS and HCV, understands the complexities of working with diverse populations and has a thorough appreciation and awareness of Indigenous history and culture
- Understanding of community development needs and the ability to create networks and partnerships
- Ability to work from, and lead staff in, a risk/harm reduction perspective
- Excellent organizational, interpersonal, time management, written & verbal communication skills
- Be self-motivated with excellent communication (written & verbal), organizational & time management skills
- Personal characteristics that will contribute to a healthy and dynamic team
- Valid Class 5 BC Driver's license and access to a vehicle required and mandatory

Responsibilities

The successful candidate will work within a client-centered, risk/harm reduction environment to:

Positive Living North acknowledges the financial assistance provided from the following funders:



United Way
Northern British Columbia
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northern health
the northern way of caring



GILEAD
Advancing Therapeutics.
Improving Lives.



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- Manage and direct the Education department and ensure activities are aligned with Society's mandate and vision
- Ensure the appropriate supervision and management of Education department staff and volunteers
- Ensure the ongoing development of relevant and appropriate curriculum
- Ensure PLN members are supported to participate as educational facilitators when possible
- Provide ongoing assessment, development and facilitation of education programs designed to meet the community's needs
- Respond to requests from community for education and provide direct teaching to students, frontline workers and other relevant groups
- Ensure the ongoing development of education policies and procedures
- Foster and develop community relationships and speak to the Society's services and role in prevention, support and education
- Proposal development for sustainable funding
- Develop an annual work plan for Education department
- Maintain accurate budgets and ensure financial sustainability of program
- Ensure completion of progress reports and other associated paperwork/reports for funders
- Ensure department activities are integrated at every level with the experiences of people living with HIV/AIDS/HCV
- Participate in the planning and implementation of plans for special events (e.g. AIDS Walk, Aboriginal & AIDS Awareness Weeks, World AIDS Day)

Closing Date: November 1, 2022

Please mail, fax or email your cover letter, resume and references to:

Mail: Positive Living North

#1, 1563 Second Avenue

Prince George, BC V2L 3B8

Email: info@positivelivingnorth.org

Fax: 250-562-3317

Attention: Alexandria West, Executive Director

We appreciate everyone's interest, but only those candidates who are short-listed will be contacted

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