



Nine Circles Community Health Centre
Is currently hiring for

**Manitoba HIV/STBBI Collective Impact Network (CINetwork)
Project Coordinator**

TERM: April 1, 2022 to March 31, 2027
0.5 EFT (38.75 hours per two-week period)
\$28,004 to \$32,464

Job Summary

Under the direction and guidance of the CINetwork Program Director the Project Coordinator provides program communications and planning support, general administrative supports as well as event planning and logistics support for the Manitoba HIV/STBBI Collective Impact Network (CINetwork).

This is a project funded part-time position, 38.75 hours per two-week period (including holiday pay hours). The position is a term, ending in March 31, 2027. The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends may be required.

The position is classified as **CUPE, Group 2C**. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

Key Responsibilities

Key areas of responsibility include:

1. Event Planning and Program Support
2. Qualitative/Quantitative Analysis Support
3. PEER Engagement Support
4. Financial Administration

A detailed job description stating all position duties and responsibilities is available upon request.

Qualifications

Education

- Undergraduate degree in Community Development, Community Health or Social Services combined with a minimum of two years related experience; OR
- A combination of education and experience with extensive experience developing and implementing community mobilization and community development activities.
- Equivalent combination of education and experience may be considered

Special Training:

- Experience in qualitative and quantitative research and evaluation methodology.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook required.
- Knowledge of and experience in web-based communication and collaboration technologies (e.g. Basecamp, Slack, Zoom) is an asset.

Knowledge, Skills, and Experience

- Experience in event planning
- Demonstrated experience supporting network communications (newsletter, e-blast)
- Lived Experience (PEER) recruitment, support and supervisory experience would be an asset
- Demonstrated ability to arrange meetings; transcribe, compile and distribute minutes, agendas and reports as well as research information

Other

- Excellent command of the English language (both oral and written).
- Ability to learn and adapt to new computerized and web-based programs
- Demonstrated problem-solving skills essential
- Ability to maintain a high level of confidentiality
- Ability to plan and organize a heavy workload, under pressure, to meet deadlines and complete a variety of administrative duties
- Demonstrated ability to effectively contribute in a team environment
- Demonstrated ability to work independently, with minimal supervision

How to Apply

Interested candidates may forward their letter of application and résumé to:

Email: humanresources@ninecircles.ca

Deadline for application: April 12th, 2022 at 4:00 pm

Nine Circles celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from qualified people who are Indigenous, living with HIV, identify as 2SLGBTQ, or belong to other traditionally marginalized communities.*

Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.