

**Job Description : Project Coordinator****Position Type: Part-time, [17]-month fixed contract****Overview:**

We are looking for a Project Coordinator to support the delivery of an exciting new initiative in partnership with the Public Health Agency of Canada to improve vaccine literacy and confidence in BC's continuing care workforce. The Project Coordinator will be responsible for the project management and administration of SafeCare BC's Vaccine Education and Outreach program. You will also work with the project lead on stakeholder engagement, media monitoring and other key project deliverables. This is an opportunity to work with a passionate, committed team to contribute to SafeCare BC's important work supporting the safety of those in the care sector through the COVID-19 pandemic and beyond.

**Responsibilities:*****Project coordination***

- Develop and maintain up-to-date project management documentation, providing regular progress reports to the project lead and contributing to reporting to other senior stakeholders (such as the SafeCare BC Board) as required
- Manage stakeholder engagement plan
- Monitoring and reporting of project milestones, risks and issues
- Complete project reporting documentation including budget reporting for submission to the Public Health Agency of Canada's Immunization Partnership Fund
- Other duties as required

***Working Group Secretariat***

- Schedule and support the holding of virtual (and potentially in-person) meetings between the project working group, including liaising with members to ensure organizations delegate attendance appropriately
- Coordinate and circulate agendas and tabled papers for working group meetings in a timely manner
- Draft meeting minutes and action points to a high standard
- Track the completion of actions arising from working group meetings, liaising with group members as appropriate
- Develop and implement digital strategies for facilitating decision-making and productive discussions in a virtual format

***Project support***

- Support the Project Lead with key project deliverables. This may include:
  - Organization of webinars and other virtual and/or in-person training events
  - Support with hiring additional short-term project resources
  - Liaison and contract management with third-party partners as required

***Media monitoring***

- Proactively monitor media coverage of attitudes to vaccination in Canada and in particular in BC's care workforce and provide to direct supervisor



# SafeCare BC

## Knowledge, Skills & Experience:

- Experience with and understanding of project management documentation and processes.
- Ability to write briefings notes, meeting agendas and minutes, and formal project reporting documentation to a high standard.
- High level of computer literacy, in particular including confidence using MS Excel as well as virtual meeting platforms such as Zoom and/or MS Teams
- Ability to quickly establish priorities and meet deadlines.
- Excellent interpersonal and relationship building skills.
- Strong organizational and planning skills.
- Ability to respond to issues and enquiries in a timely and professional manner.
- Ability to understand the context of the project and identify potential risks and issues.

## Qualifications:

- Bachelor's degree in a relevant field (e.g. healthcare, business administration) is preferred.
- Familiarity with project management tools, strategies and best practices.
- Knowledge of current issues, trends, public attitudes and research around vaccination hesitancy, particularly as it applies to healthcare workers, is an asset.

## Working Conditions

- Collaborative team environment
- Primarily remote working – applicants can be based anywhere in British Columbia. Out-of-province applicants will be considered on a case-by-case basis.
- Part-time: this position is 16-20 hours per week, with the potential for a flexible working pattern on negotiation with the hiring manager.

## What SafeCare BC Offers

- Ability to contribute to meaningful work with the opportunity to drive positive change for care workers around the province and across Canada
- SafeCare BC employee health benefit plan
- Opportunity to grow within the organization
- Flexible work arrangements for maintaining work/life balance
- A great team dynamic and contemporary work environment
- Salary Range \$20,000 - \$22,000 (part-time) based on experience

## Applications:

Interested applicants are asked to send their resumes to [jcannon@safecarebc.ca](mailto:jcannon@safecarebc.ca). Cover letters are accepted but not required. If you do submit a cover letter, this should be no longer than 500 words and should focus on your understanding of vaccine hesitancy in Canada.

**Start Date:** October/November 2021