

Health and Safety Program Coordinator

Job Description

Overview:

The Health and Safety Programs Coordinator role has been designed to support the implementation and impact of SafeCare BC programs. The successful incumbent will support the organization in projects relating to SafeCare BC's annual workplan and strategic plan.

Duties and Responsibilities

Duties and Responsibilities will include, but are not limited to the following:

Support the execution and impact of SafeCare BC Programming

- Coordinating outreach activities.
- Supporting the delivery of online education, including providing technical support for online and virtual education.
- Liaising with various groups including members, facilitators, and workshop registrants.
- Assisting with data clean up in the membership database.
- Collecting data related to workshop participation and creating reports.
- Supporting Hearts and Hands conference.

Support SafeCare BC initiatives and collaborate on communications projects, including:

- Promoting SafeCare BC's education and workshops.
- Conducting outreach with SafeCare BC's members, sponsors, and other stakeholders.
- Maintaining up-to-date contact databases.
- Other duties as required by the Association.

Qualifications

- Between the age of 15 and 30 years.
- Proficient in technology and willingness to learn new systems (graphic design and video development skillset is preferred).
- Ability to communicate effectively both verbally and in writing.
- Ability to work in a self-paced virtual environment.
- Ability to deal with others effectively.

Areas of opportunity for skills development

- Client Services
- Communication
- Event Planning
- Marketing and promotion
- Digital skills
- Teamwork

What SafeCare BC Offers

- A great team atmosphere.
- Mentorship opportunities with senior staff members.
- Excellent exposure to the healthcare sector.
- Opportunity for career growth.

Position duration

- 8 weeks

Compensation

- \$19/hr based on a 37.5-hour work week.

Application

We are looking for someone with a great and positive attitude, willing and ready to learn and work as a part of our team. Please send your application including a cover letter and resume to: zbutler@safecarebc.ca **by May 13.**

The Provincial Health Officer has mandated that anyone entering a care home in British Columbia be fully vaccinated effective November 15, 2021. There will be times that members of the SafeCare BC team will be expected to visit care homes to engage in activities that support our members. Vaccination with a COVID-19 vaccination series approved by Health Canada is a condition of employment at SafeCare BC.