



**Job Opportunity – Knowledge Exchange/Translation  
Coordinator**

Educator and Resource Development, HIV & HCV Women\*  
Specific Regular Full Time 35hr/week (1.0 FTE)  
Vancouver, BC  
Salary Range \$32 - \$35/hr

Options for Sexual Health is currently seeking a Knowledge Exchange & Translation Coordinator (KETC) to work with our clinical teams and partners across the province providing support to cis and trans women with or at risk of HIV and/or HCV in British Columbia. This position will also provide ongoing education and resources based on best and emerging practices for HIV and HCV prevention, testing, care, and treatment for women, including all identified women\*.

As an important member of the team that this individual be passionate about advancing sexual and reproductive health care from a sex-positive, pro-choice and feminist perspective.

*Our goal at Options for Sexual Health is to be a diverse workforce that includes the voices of those who have been disproportionately affected by marginalization and oppression in sexual and reproductive health. We welcome applications from anyone who may contribute to furthering the mission of the organization, and especially seek applicants who are Indigenous, Black, people of colour, LGBTQ2SA+, members of marginalized populations, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.*

The successful candidate will:

- Have a degree or diploma in Education or Social Sciences or an equivalent combination of education, training and experience
- Three (3) years' of experience in community based education and/or outreach related to HIV/HCV and STI services
- One (1) year experience in workshop/training development and delivery
- An equivalent combination of education, training and experience
- Be committed to consultation, teamwork and partnerships
- Have an understanding of intersectional feminism and work within an anti-oppression framework
- Have experience supporting team work
- Be available for occasional evening or weekend work

**Resumes and cover letters can be emailed to the [executivedirector@optbc.org](mailto:executivedirector@optbc.org) by 5:00pm June 21, 2021**

*Our Provincial Office is located on the unceded, traditional territories of the Tsleil Watuth, Squamish and Musqueam peoples.*

\* Inclusive of Transgender, Two-Spirit, Gender Diverse people and Cis Women.

## Job Description- **Knowledge Exchange and Translation Coordinator (KETC)**

Reporting to the Clinical Practice Director, the **Knowledge Exchange & Translation Coordinator (KETC)** works collaboratively within the program (clinical sites, clinical staff and 1 800 SEX SENSE) to maintain and expand a comprehensive database of available HIV/HCV services in BC, as well as provide ongoing education and resources based on best and emerging practices for HIV and HCV prevention, testing, care, and treatment for women, including all identified women\*.

This role will:

- Provide capacity-building within the organization and community including education for new staff to support to build capacity to improve avenues for access to STI care including HIV and/or HCV testing, care, and treatment for women.
- Establish, coordinate and support the development of resources and education related to HIV/ and/or HCV.
- Monitor, coordinate and support alliances with community organizations, relevant health care providers/service organizations and clients to promote resource development and databases for HIV and HCV prevention, testing, care, and treatment for women.
- Act as a resource person regarding HIV and HCV for staff and clinicians (including external organizations).

### **Qualifications**

#### **Education, Training and Experience**

- Background in Education or Social Sciences or an equivalent combination of education, training and experience
- Two (2) years' of experience in community based education and/or outreach related to HIV/HCV and STI services
- One (1) year experience in workshop/training development and delivery
- An equivalent combination of education, training and experience

#### **Skills and Abilities**

- Ability to travel throughout the province of British Columbia
- Demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated ability to work both independently and collaboratively as a member of a multidisciplinary team.
- Demonstrated understanding of the history of colonization
- Demonstrated ability to work with diverse populations
- Demonstrated ability to work collaboratively with external organizations
- Demonstrated ability to teach, facilitate and lead online and in workshop settings
- Demonstrated ability to develop and present educational programs and materials

\* Inclusive of Transgender, Two-Spirit, Gender Diverse people and Cis Women.

- Demonstrated computer skills including competence with Microsoft Office, Adobe Acrobat, Outlook, and Internet Explorer, and to access computerized multi-media resources for education
- Demonstrated ability to access appropriate literature databases and undertake literature searches
- Demonstrated ability to establish workload priorities, plan and organize work, and to work within time-sensitive projects.
- Demonstrated leadership in facilitating group work with multiple individuals and programs
- Demonstrated ability to adjust to new or unexpected events, deal effectively with conflict situations, and to problem solve
- Ability to operate related equipment.
- Physical ability to perform the duties of the position

\* Inclusive of Transgender, Two-Spirit, Gender Diverse people and Cis Women.