



### Advice of Position Vacancy

<b>Date:</b>	November 10, 2022
<b>Position Title:</b>	Knowledge Translation Administrative Officer
<b>Posting Number:</b>	2022-36
<b>Status:</b>	Temporary Full Time – 35 hours per week (1-year contract )
<b>Closing Date:</b>	November 22, 2022 at 4:00pm. Please reply to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Knowledge Translation Administrative Officer to join our Knowledge Translation Team on a temporary full-time basis (1-year contract).

#### **What you bring:**

You are a mission-driven, highly motivated self-starter who is passionate and enthusiastic about social justice issues. You bring 5+ years coordinating projects in community-based settings and thrive in a fast-paced environment where every single day brings something different!

You are aligned with our organizational values of Integrity, Humanity, Authenticity, Self-Determination, Inclusivity, and Tenacity. As a member of our knowledge translation (KT) team, you will support capacity building and knowledge exchange initiatives with national and international partners and stakeholders related to harm reduction services, such as supervised consumption services and iOAT (injectable opiate agonist treatments), Indigenous harm reduction, and hepatitis C. This position reports to the Project Management Specialist.

#### **Key Responsibilities:**

The Knowledge Translation Administrative Assistant is responsible for the following:

- Updating mailing lists for large communities of practice and smaller working groups;
- Sending calendar invitations to multiple national communities of practice and working groups;
- Scheduling meetings with external partners and organizations;
- Taking detailed meeting minutes and capturing action items;



- Sending meeting minutes and other knowledge products to an external translator for English-to-French translation;
- Posting minutes and other resources to a community of practice website;
- Provide technical support for virtual community of practice calls;
- Updating the internal Knowledge Translation calendar and other project management tools;
- Assisting in creating and updating contracts for external partners;
- Provide event planning support such as booking reservations, venues, and catering for workshop events, experiential learning tours, visiting partners, and funders.
- Developing information packages to spotlight Knowledge Translation projects for visiting partners and funders;
- Assist with content creation for Knowledge Translation communications strategy;
- Prepare petty cash and honoraria requests for project participants;
- Assist with monthly contractor invoicing and budget control processes; and
- Other administrative duties as required.

**Education, Qualifications and Experience:**

- It is an asset to hold identities in common with the communities identified within the working groups (people living with, or affected by, HIV and/or hepatitis C and/or people who use drugs);
- Bachelor's degree with 1-3 years of relevant experience in one of the following or related fields: public health, community health, sciences, social sciences, public administration, public policy, sociology, epidemiology.

**Required Competencies:**

- Excellent reading comprehension, verbal communication and basic computer skills.
- Strong understanding of harm reduction and anti-oppression;
- Candidates must be self-motivated, detail-oriented, and highly organized;
- Demonstrated ability to work within a team;
- Ability to work independently;
- Ability to assess priorities; and
- Proficiency with Microsoft Office software, Google Drive, and Zoom.

**General Working Conditions:**

This position requires flexibility, the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking is a must in order to meet deadlines, and to support many activities that may occur concurrently or without notice. Experience working remotely and/or in virtual work environment. Evening and weekend work may be required.



Enjoy a comprehensive benefits package, including RRSP matching plan, dental, vision care, extended health, life insurance, long term disability, 3 weeks annual vacation entitlement, generous sick & personal time accrual, and 13 annual statutory holidays.

Salary range: \$52,525 to \$57,785 per year plus benefits.

If you have suitable qualifications and experience for this position, please send your resume to [humanresources@drpeter.org](mailto:humanresources@drpeter.org).

**COVID-19 Restrictions:**

- The Dr. Peter AIDS Foundation is a long-term care facility that is subject to the Single Site Order (SSO) issued by the Provincial Health Officer in response to the COVID-19 pandemic; and
- Proof of full vaccination status against COVID-19 in British Columbia required.

**Note:** We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.