



Advice of Position Vacancy

Date:	September 29, 2022
Position Title:	Project Management Specialist (Knowledge Translation Team)
Posting Number:	2022-31
Status:	Temporary Full Time – 35 hours per week (1-year term)
Closing Date:	October 14, 2022. Please reply to humanresources@drpeter.org

About the Dr. Peter Centre:

Dr. Peter Jepson-Young was a young, gay Vancouver physician who shifted public views and brought a human face to HIV/AIDS. He chronicled his personal battle with the disease through the Dr. Peter Diaries, a weekly video diary that aired on CBC.

Shortly before his death in 1992, he established the Dr. Peter Centre with the mission of providing comfort care to people living with HIV/AIDS. Today, the Dr. Peter Centre manages a day health program, a 24-hour licensed care residence with specialized nursing care, and an enhanced supportive housing program, to provide comprehensive medical care for people living with HIV/AIDS, mental illness, substance use, and homelessness.

Since 2002, the Centre has been internationally recognized as the first health care facility in North America to integrate supervised consumption services into its model of care. To learn more, visit www.drpeter.org/welcome

Dr Peter Centre offers a flexible working environment and the opportunity to work with a leading-edge group of dedicated professionals to enhance the lives of people living with HIV in Vancouver and nationally.

What you bring:

You are a mission-driven, highly motivated self-starter who is passionate and enthusiastic about social justice issues. You bring professional project management experience and thrive in a deadline-driven, fast-paced environment where every single day brings something different!

You are aligned with our organization 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). This position reports to the Director of Knowledge Translation & Evaluation.



Key Responsibilities:

The Project Management Specialist (KT Team) is responsible for the following:

- Monitor and implement project management frameworks for federal contribution agreements, grants, and a series of other smaller projects;
- Alongside Project Leads, coordinate regular project management meetings and functional structure for action item response;
- Alongside Project Leads, plan and develop project plans and schedules and monitor project progress to ensure deadlines are met;
- Develop workflow strategies amongst the KT team members, and other key identified staff;
- Alongside Project Leads help develop project budgets;
- Coordinate contractors and key suppliers, including monthly invoicing system;
- Develop timetables for new grant submissions (with input from content experts);
- Maintain monthly and quarterly project calendars for internal project tracking, and to inform sustainable workflow across team members;
- Assist with the development of data tracking for the evaluation of projects and programs;
- Alongside Project Leads, assist with the project management of in-person gatherings and workshops, including booking travel and accommodations, meeting venue, catering, per diem requests, and expense reimbursements; and
- In collaboration with other internal groups and key stakeholders, the successful candidate may be responsible for advising and developing project schedules and coordinating smaller projects for other departments.

Required Competencies:

- Excellent project management skills;
- Public health and harm reduction knowledge;
- Strong verbal and email communication skills;
- Candidates must be self-motivated, detail-oriented, and highly-organized;
- Strategic thinker and ability to work independently; and
- Ability to quickly assess priorities and respond to the needs of the work.

General Working Conditions:

Normal business hours are Monday to Friday; however, this position requires organization and the ability to prioritize workload. Multitasking and flexibility is a must in order to meet deadlines in a fast-paced environment and to support many activities that may occur concurrently or without notice. Evening and weekend work will be required.



Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Project Management Specialist (KT Team) are:

1. Professional experience in a project management role (the number of years of experience is less crucial, what is important to us is your alignment with our organizational values).
2. Completion of a Project Management Certificate.
3. University degree in one of the following or related fields: business administration, health administration, public administration, public health, community health, sciences, social sciences, public policy, sociology, epidemiology, etc.
4. Proficiency with Microsoft Office and Excel software.
5. Work experience in a not-for-profit is an asset qualification for this role.

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: \$70,000 to \$75,000 per year plus benefits.

If you have suitable qualifications and experience for this position, please send your resume to 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.