



## PROJECT COORDINATOR – HPV Self-Collection (Northern BC)

TERM PART-TIME POSITION (45 hours bi-weekly), until March 31<sup>st</sup>, 2022 with possibility of extension

LOCATION: Based out of a Northern BC Hub City (Prince George, Fort St. John, Terrace, etc.)

CLOSES: Posting will remain open until filled and will close without notice

### ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

### ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Health team as the **Project Coordinator** in Northern BC for the HPV Self-Collection project. Reporting to the Northern Regional Health Coordinator, the Project Coordinator will coordinate community and key stakeholder meetings, consultations, knowledge translation and engagement activities throughout Northern British Columbia. The primary purpose of the Project Coordinator will be to collaborate with all Northern

Chartered Communities in an ongoing basis to ensure the HPV self- collection project is adapted and delivered to their suggestions and needs.

### **KEY DUTIES AND RESPONSIBILITIES**

- In collaboration with the Northern Regional Health Coordinator, develop a work-plan and maintain commitments made between MNBC and the UBC research team.
- Engage with MNBC Chartered Communities and MNBC Ministry of Health regarding the HPV self-collection project.
- Engage with the Métis Chartered Communities to create a better understanding of the Métis experience in BC with cervix screening, with a particular focus on Métis people's cultural safety and wellness.
- Foster a practice of cooperative effort and collaborative problem solving around issues related to improving the health and wellness of Métis people.
- In collaboration with other MNBC staff, draft newsletters and documents with a focus on cervix screening and the HPV self-collection pilot program.
- Carry out various administrative tasks, as required.
- Planning, and coordinating meetings and events.
- Report on activities, meetings, and outcomes on a regular basis.
- Preparation of PowerPoint presentations (or similar software applications) for presentation to a variety of audiences.
- Financial reporting and prepare end of year financial reports in conjunction with Regional Health Coordinator for funding partners. This will include providing interpretation and explanations as required for reporting.
- Processing and monitoring expenses in relation to budget criteria.
- Travel within BC's Northern Health Authority to promote this project is anticipated.
- Maintenance of all study documentation.

### **THE IDEAL CANDIDATE**

- Combination of relevant experience, education, and training will be considered
- Completed or in-progress certificate or diploma in a relevant field (Health Sciences, Social Sciences, Social Work, Public Health, etc.).
- Recent related experience in a health care navigation or project management setting.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Knowledge and understanding of the current health landscape and resources available in Northern Health, an asset.
- Skills and experience in conflict resolution and having difficult conversations.
- Understanding of the unique challenges the Métis chartered communities face in the region and a desire to problem solve and provide possible solutions, an asset.
- Experience working with an Aboriginal organization/program that includes interacting and

developing relationships with Aboriginal people and Aboriginal communities as well as government agencies and ministries, an asset.

- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Microsoft 365 and other database/software required by the role.

#### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend multiple meetings and events, which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes if needed.
- Hours are flexible in this position; however, you will need to be available for regular scheduled meetings with project partners on both Tuesdays and Thursdays.

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**Using "Project Coordinator – HPV" in the subject line of your email, please send your resume and cover letter to:**

Julia Wagner  
Associate Director of Health  
Métis Nation British Columbia  
Email: [healthcareers@mNBC.ca](mailto:healthcareers@mNBC.ca)

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**