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<b>Job title:</b>	Community Engagement Manager
<b>Department:</b>	Centre for Advancing Health Outcomes (Advancing Health) at Providence Research (PR) and Providence Health Care (PHC)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary:</b>	\$64,000
<b>Full/Part-time:</b>	Full-time (37.5 hours/week)
<b>Appointment Type:</b>	This is an ongoing, regular-status Providence Health Care (PHC) position (union-excluded), however, all research-funded positions are dependent on grant funding continuing to be available.
<b>Desired Start Date:</b>	As soon as possible
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their <b>resume</b> and <b>cover letter</b> to <a href="mailto:hr@advancinghealth.ubc.ca">hr@advancinghealth.ubc.ca</a> ; applications that don't include both will not be reviewed.

*Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. Advancing Health welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.*

**We welcome applications from candidates legally entitled to work in Canada.**

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## Who We Are

Bridging the gap between data, research, and care, [Advancing Health](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, Advancing Health seeks to improve health outcomes for all.

## Our Commitments to You

At Advancing Health, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan with employer-matched contributions

## The Role

The Community Engagement Manager's (the "Manager") portfolio will consist of the [CTN+](#) which is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

The Manager will play a crucial role in facilitating collaboration and fostering effective communication channels between community members and the broader CTN+ network at every level, including mentoring around respectful and collegial behaviour and support for conflict resolution.

The Manager will support the Community Leadership Team (CLT) and the Community-Centred Knowledge Mobilization Hub (KM Hub) in the development, planning, implementation, and evaluation of community engagement initiatives; provide overall support for the development, implementation, and operation of the Community Leadership Team; and facilitate community member engagement in research initiatives, including specific regional priority studies.

The incumbent will facilitate and participate in the engagement of key populations of people living with HIV and STBBIs across Canada. Using a wide variety of tools, techniques and skills, the Community Engagement Manager works closely with members of the Community Leadership Team (CLT), Think Tanks, EDI working groups and supports the CLT and KM Hub in developing opportunities for dialogue and nurturing relationships with community members. For the purpose of this role, the Community Engagement Manager will have lived experience with HIV or STBBIs. Working with a decentralized team of HIV and STBBI researchers and staff based across Canada within regional hubs, the incumbent will collaborate with others to perform a variety of activities. The position requires interaction and participation with communities of people living with HIV and/or STBBI's and related organizations/partners through ongoing communication and consultation activities.

The Community Engagement Manager will ensure engagement initiatives align with the Community Leadership Team, KM Hub and CTN+ values and principles of community engagement, including inclusion and diversity, mutual trust, transparency, respect and accountability, equity, healthy relationships, and knowledge creation. This position has broad-reaching contact across the network, including with local and national external organizations, and within local and national communities.

Some of the work performed includes:

- In conjunction with the Community Leadership Team, plan, facilitate, and participate in engagement

programs and consultations for people living with HIV and/or STBBI from diverse backgrounds and experiences.

- Work closely with the Community Leadership Team co-chairs and KM community co-chairs.
- Harness a wide range of engagement techniques, including in-person or virtual workshops, open houses, surveys, and online feedback.
- Provide expertise in the areas of equity, diversity, and inclusion in relationship to research study participants and engagement.
- Utilize strong administrative skills to support the initiatives of the Community Leadership Team and KM Hub.
- Research, develop, and implement strategies to reach members of the community who may experience barriers in accessing resources for people living with HIV and/or STBBI's.
- Facilitate research recruitment outreach to communities.
- Facilitate dialogue with community members, external organizations, and researchers that encourage a diversity of perspectives. Assist in creating opportunities for those who participate in engagement activities to shape the outcomes of future engagement plans and HIV and/or STBBI research.
- Develop strong rapport and relationships with external organizations and groups, and members of the community to allow for open and constructive communication for the purpose of improving positive engagement in research for people living with HIV and/or STBBI.
- Evaluate and adjust engagement initiatives based on feedback from participants, stakeholders, CLT, regional teams and think tanks.
- Organize and participate in team teleconferences with CLT and the KM Hub, which include people living with HIV, clinicians, and researchers.
- Record, summarize, and present notes from engagement events to the CLT and KM Hub. Initiate reports summarizing engagement initiatives.
- Organize, schedule, and take minutes for the CLT meetings and KM Hub.
- Support the KM Hub in knowledge dissemination activities of research findings to communities.
- Facilitate community meetings and internal meetings, as required.
- Provide expertise in the areas of equity, diversity, and inclusion (EDI) in relationship to research study participants and engagement.
- Ensure all engagement activities are compliant with Freedom of Information and Protection of Privacy Act (FIPPA).
- Act as a spokesperson for the CLT and KM Hub on engagement initiatives, when required.
- Exercise a high level of diplomacy and discretion in all interactions.
- Other related duties as assigned.

### **Minimum Qualifications**

- Diploma or degree in a relevant discipline.
- Lived experience with HIV or STBBIs.
- A minimum of 5 years of experience working in an administrative role(s).

### **Preferred Qualifications**

- Strong organization, communication, and writing skills.
- Strong ability to facilitate effective and diverse community consultations, programs, and initiatives.

- Strong administrative skills including meeting organization, letter writing, minute-taking, and experience with standard business communication formats.
- Excellent verbal, writing, and presentation communication skills.
- Strong attention to detail and highly organized.
- English fluency is required.
- Keen attention to discretion, confidentiality, and tact.
- Possess or gain an intimate understanding of the various roles, programs and practices within community organizations in order to effectively build relationships.
- Ability to engage inclusively with people who experience discrimination based on their sexuality, gender, ethnicity, race, and socioeconomic status or other forms of discrimination.
- Being comfortable with and/or experience in a community engagement role dealing with local communities, stakeholder groups, and the general public is preferred.
- Experience working with organizations that support people living with HIV is considered beneficial.
- Fluency in French is an asset.