

Role Title: Community Engagement and Education Facilitator

Department: Education and Research

Reporting to: Director, Education and Research

Job type: Temporary Full Time (1 year. Non-contract)

Job Summary

Play an important role in a dynamic and growing organization that has been a leader in providing palliative and end-of-life care for nearly 40 years. Victoria Hospice has recently launched an ambitious 5-year Strategic Plan to meet the growing needs of our community, with community engagement and education playing a vital role.

Working within the vision, policies and values of Victoria Hospice Society, the Education and Research Community Engagement and Education Facilitator (“the Community Facilitator”) is an integral part of the Victoria Hospice’s Education and Research department, reporting to the Director of Education and Research. Working closely with staff and external partners, the Community Facilitator identifies and works with community stakeholders to explore education needs for the public. The role will facilitate community education events and provide a variety of administrative duties supporting the development, delivery/implementation, facilitation, and evaluation of community education projects and/or events. The goal of the Community Facilitator is to identify, establish, maintain and grow community interest and capacity in palliative care and death and dying.

Responsibilities include: Building and maintaining communication with community partners and the public; planning (including conducting needs assessments) and facilitation of community oriented project and events projects and/or events; supporting the development and implementation of online, blended, and in-person public education activities (i.e. workshops, seminars, forums, webinars); conducting literature reviews and surveys; supporting grant applications; supporting focus groups and interviews; data management; supporting data integration, analysis and reporting; other related duties as assigned.

Demonstrated Skills and Abilities

- Ability to work effectively in a team and adherence to privacy and confidentiality
- Excellent communication and relationship skills; open and outgoing personality
- Knowledge of current Adult Education theory and strategies
- Demonstrated ability to organize and prioritize multiple tasks and work roles
- Professional manner interacting with the public, in-person, by telephone, and/ or written communication
- Must have initiative, independence, and problem solving abilities
- Strong administrative, organizational and time management skills
- Ability to work in a fast-paced environment and meet deadlines
- Initiative, drive, enthusiasm and a genuine interest in other people
- Willingness and enthusiasm for continual learning
- Physical ability to carry out duties of the position
- Advanced computer literacy
- Commitment to the values of Victoria Hospice

Education, Training and Experience

- Undergraduate degree in Education or Health Administration or in a related field. Master's Degree in a related field is an asset
- Experience working in a collaborative manner with multidisciplinary teams
- Experience (Minimum 1 year) facilitating workshops or similar events independently
- Experience (Minimum 1 year) working with diverse communities. Experience with Indigenous communities is an asset.
- Demonstrated experience with Microsoft Office and online teaching/learning tool(s).
- Experience with SharePoint and Smartsheet are preferred
- Related experience in a health care or higher education environment is an asset.

Application process: Please submit resume, and cover letter (including salary range expectations) to careers@VictoriaHospice.org. This posting will be opened until position is filled. First interviews will be held on June 4th, 2019.