



Respect Compassion Integrity Commitment Collaboration Excellence

COMMUNITY ENGAGEMENT AND EDUCATION FACILITATOR

At Victoria Hospice Society, our mission is to enhance the quality of life for those facing advancing illness, death, and bereavement through skilled and compassionate care, education, research, and advocacy.

For more than 40 years, Victoria Hospice Society has been caring for the dying and supporting those who love them. Our staff are compassionate professionals of various backgrounds.

In 2020, evaluated against national service standards, Victoria Hospice proudly achieved accreditation with commendation from Accreditation Canada. In 2021, we were one of Charity Intelligence's Top 100 charities. Our outstanding people, dedication to our clients and passion for excellence in all that we do are the reasons for our success. (For more about Victoria Hospice, see <https://victoriahospice.org>. Our 2020/21 Annual Report can be found [here](#).)

We have a rare and exciting opportunity for a **Community Engagement and Education Facilitator** to join our team! If you are ready to take your career to the next step and be part of a high-energy group of people passionate about our mission, we want to hear from you!

Why work for Victoria Hospice Society?

- We offer competitive compensation and benefit plans and a defined benefit pension plan.
- We will provide relocation support up to \$10,000.
- We are a close-knit, compassionate community of staff and volunteers.
- We value our employees and respect the need for work/life balance.
- We invest in you and your professional development.
- We celebrate our clients and each other.
- *And much more!!*

Summary

Working within the vision, values and mission of Victoria Hospice Society, the **Community Engagement and Education Facilitator ("the Community Facilitator")** is an integral part of Victoria Hospice's Education and Research Department. The goal of the Community Facilitator is to identify, establish, maintain and grow community interest and capacity in palliative care and death and dying.

Reporting to the Director of Education and Research, this position works closely with staff and community stakeholders to identify and explore education needs for the public, facilitate events and support the development, delivery, and evaluation of community education projects.

What you will do

- Build and maintain communication with community partners and the public
- Conduct needs assessments, plan and facilitate community-oriented projects and events
- Support the development and implementation of online, blended, and in-person public education activities (i.e. workshops, seminars, forums, webinars)



- Support the development and implementation of community-facing educational resources (i.e., videos, brochures, pamphlets, blogs, social media)
- Conduct literature reviews and surveys
- Support grant applications, focus groups and interviews
- Manage data and support data integration, analysis and reporting

Our Ideal Candidate . . .

- A great team player!
- Friendly, outgoing and has excellent communication skills
- Great at building and maintaining trusting, collaborative relationships
- A go-getter; has initiative, drive, a genuine interest in doing things with and for others and loves to get the job done
- An enthusiastic learner with a thirst for continual learning

Demonstrated Skills and Abilities

- Ability to adhere to privacy and confidentiality policies
- Experience in assisting with the development and delivery of training and public presentations
- Knowledge of content management tools, web designs, and communications-related software (Mail Chimp, Survey Monkey, Eventbrite, Adobe Premiere, Adobe Audition)
- Knowledge of current adult education theory and strategies
- Demonstrated ability to organize and prioritize multiple tasks and work roles
- Professional manner in interacting with the public, in-person, by telephone, and in written communication
- Analytical problem-solving and decision-making skills
- Strong administrative, organizational and time management skills
- Ability to work in a fast-paced environment and meet deadlines
- 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 a related field. A Master's Degree in a related field is an asset.
- Experience working collaboratively 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 is preferred
- Related experience in a health care or higher education environment is an asset.

This is a permanent full-time position. The salary range is \$60,766 to \$67,519.

Application process: Please submit your resume and cover letter to careers@VictoriaHospice.org. This posting will be open until the position is filled.



This position is covered by the Provincial Health Officer's mandatory COVID-19 vaccination order. Hence, as part of our commitment to the health and safety of our community, we require all employees to be fully vaccinated against COVID-19.