

MOUNT WADDINGTON HEALTH NETWORK COORDINATOR

JOB SUMMARY

The role of the Mount Waddington Health Network (MWHN) Coordinator is to help build the capacity of the network and move the network towards collective action that will address the social determinants of health in the region. The Coordinator will be the *conduit* that help builds and fosters healthy and connected people and places within the region. The Coordinator provides leadership in facilitating regional partnerships and projects and works to promote and advocate on behalf of the network as well as being the primary contact and providing administrative support to the MWHN.

The MWHN Coordinator reports directly to the Co-chairs of the MWHN and the Executive Committee.

DUTIES & RESPONSIBILITIES:

- Coordinate and oversee operations of the network to strengthen the capacity of the network and move the network towards tangible actions and outcomes.
- Cofacilitate the development, implementation of the strategic and operational planning; including tracking and monitoring progress.
- Facilitate and organize the monthly meetings of the MWHN Table of Partners and the MWHN sub-committees (in conjunction with the network Co-Chairs and Executive Committee). This includes the preparation and distribution of agendas, minutes, facility booking, and communications.
- Prepare and manage the budget; provide financial reports on a monthly basis.
- Manage correspondence, communication and promotion of the network, including the use of social media and the website.
- Provide leadership and actively seek out opportunities to secure partnerships, funding and other resources that will work towards securing the long-term sustainability of the network.
- Undertake activities to raise awareness and maintain a public profile for the MWHN, while developing and promoting working relationships with the public and stakeholders.

- Procure and manage goods and services contracts (e.g. meeting facilitators, catering, and professional consultants) as required.
- Develop and promote collaborative, healthy working relationships with partners, stakeholders, and government agencies to achieve MWHN aims.
- Evaluate improvement processes and identify opportunities to improve effectiveness and make recommendations to the MWHN regarding all aspects of governance.
- Use collaborative asset-based community development approaches that ensure regional voices are represented

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction
- Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies
- Demonstrated facilitation, oral and written communication and presentation skills
- Proficient in digital engagement for communication, information gathering and decision making
- Collaborative communication style that supports individuals/groups to achieve optimum collaboration and cultural safety
- Highly organized and well-developed oral and written communication skills
- Knowledge and experience with local Aboriginal culture and communities in the Mount Waddington region
- Experience in event planning and coordination
- Project management experience
- Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts
- Proven team player that can follow a system and protocol to achieve a common goal
- Self-starter with an ability to work independently

- Ability to work a flexible work schedule, including some weekends and evenings, and travel to all the communities within the region as required
- Ability to foster and promote good public relations
- Ability to promote positive change
- Familiarity with local government regulation, operations and procedures as well as provincial/federal and First Nations health systems would be desirable
- Ability to maintain confidentiality on all sensitive matters and to deal tactfully and effectively with elected officials, senior staff, media and members of the public
- Ability to multi-task, set priorities effectively, time manage and problem solve, including early identification of issues/problems that may arise, with an awareness of when to elevate issues as appropriate

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Post-secondary degree in community development, public health, social sciences, planning, public or business administration or a related field or an equivalent combination of education, skill and experience
- Three to five years recent related experience in community development and health or the equivalent combination of education and experience
- Valid Class 5 BC Drivers License