

EMPLOYMENT OPPORTUNITY

FIRST NATIONS HEALTH COUNCIL

POSITION TITLE: HEALTH INITIATIVES COORDINATOR



POSITION SUMMARY

The Program Coordinator is responsible for supporting, planning and managing day-to-day delivery of specific Health Initiatives, and their subsequent support of co-management activities under the responsibility of the VP Policy & Research. The coordinator will provide a wide range of administrative, advocacy and coordinating support for specific tripartite initiatives that will further the First Nations Health Plans in BC.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Community/Public Health or in a health-related discipline
- Minimum 3 years recent experience in community engagement, program and/or organizational development and or equivalent experience
- Experience in Aboriginal/First Nations community development and health sector preferred.
- Knowledge and understanding of community development, complex organizational and system dynamics, and Aboriginal/First Nations community health system needs
- High level of communication, consultation, negotiation and facilitation skills (both verbally and in writing).
- Demonstrated ability to work effectively, collaboratively, and cooperatively with groups, individuals and organizations.
- Demonstrated, planning and analysis skills and ability to synthesize information from a vast range of sources into practical plans and useful recommendations.
- Demonstrated health planning, and engagement and organizational development skills.
- Ability to perform research and preparing reports and recommendations
- Must have proficient use of current office productivity software (Microsoft Office suite of products) to perform the requirements of the position.
- Experience in the health field/public sector environment or related field would be an asset

PERSONAL QUALITIES

Must exhibit the ability to work with staff, government, other partners and First Nations communities. Must have demonstrated ability to multi-task, set priorities effectively, problem solve. Excellent interpersonal skills and the ability to translate complex concepts into easily understood reports and presentations.

WORKING CONDITIONS

Normal office conditions with occasional travel to meetings. After-hours participation in meetings or public events will sometimes be required.

Application Deadline: 4:00 pm Thursday, May 27, 2010

Applicants are asked to submit confidential letters of application, with resume, providing details of work experience and three references before 4:00 pm Thursday, May 27, 2010 to:

Marina Gallagher, HR & Operations Manager
FN Health Society (official business entity of the First Nations Health Council)
1205 - 100 Park Royal South
West Vancouver, BC V7T 1A2
Phone: 604-913-2080
Fax: 604-913-2081
E-mail: recruitment@fnhc.ca

The FN Health Society wishes to thank all applicants for their interest, and advises that **only those candidates to be interviewed will be contacted**. The FN Health Society hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, Aboriginal applicants will be given priority.