

POSITION OPENING

Project Coordinator – Community Vaccine Project, Manitoba

Manitoba Association of Community Health Members

Aboriginal Health and
Wellness Centre of
Winnipeg, Inc.

Centre de santé
Saint-Boniface

Hope Centre Health
Centre

Klinic Community
Health

Main Street Project
Community Health
Centre

MFL Occupational
Health Centre

Mount Carmel Clinic

Nine Circles
Community Health
Centre

NorWest Co-op
Community Health

Sexuality Education
Resource Centre MB

Women's Health Clinic

Youville Health Centre

Organizations Requesting the Services

Manitoba Association of Community Health (MACH) is a collaboration of 12 Community Health Centres working to improve the health and wellbeing of individuals and communities in Manitoba. We strive to ensure community voices are heard and met while supporting health equity, increased accessibility, and improved social determinants of health.

Location

Winnipeg, MB

Duration

June 2021 – September 30, 2022

Hours

1.0 FTE (37.5 hours per week)

Professional Fee

Not to exceed \$79,855 (Year 1, June-March, 2022); \$47,185 (Year 2, April – September, 2022) including GST/PST.

A budget for material and expenses is available for review

While this position is posted as a contract, MACH will accept secondment requests from current MACH member employees as a 1.0 EFT position (classification 42A, start at Step 5). Hourly rate \$39.891 (June – March, 2022), Year 2: Hourly \$41.015.

Services Requested Summary

MACH is seeking a Project Coordinator from June 2021 through September 2022 to provide the services outlined in the Funding Agreement with Public Health Agency of Canada's Immunization Partnership Fund. The project seeks to improve confidence in, uptake of, and access to vaccines, including COVID-19 vaccines, among vulnerable populations across Canada. It also

aims to improve Community Health Centre (CHC) and health system capacity to deliver equity-informed, evidence-based vaccination promotion that is relevant to and effective for use with vulnerable and marginalized populations.

CVP Manitoba is part of a five project collaborative between the Canadian Association of Community Health Centres (CACHC) and four other province-specific CVP projects being led by the provincial associations for CHCs in British Columbia, Manitoba, Ontario, and Nova Scotia. As the Project Coordinator for the Community Vaccination Promotion Manitoba Project (CVP Manitoba), you will be responsible for the successful roll out of this important initiative that is seeking to improve confidence in, uptake of, and access to COVID-19 vaccines, as well as to vaccines in general, among vulnerable populations in Manitoba and to improve CHC and health system capacity to deliver equity informed, evidence-based vaccination promotion that is relevant to and effective for use with vulnerable and marginalized populations. Responsibilities include:

- Develop and monitor overall project plan
- Organize Project Advisory Committee
- Work with member agencies to identify community and service provider needs
- Support development micro-website to support the dissemination of project materials
- Collaborate on the national Best Practices Review with CVP National
- Engage with partner organizations to conduct the evaluation of in collaboration with CVP National
- Establish sustainability processes
- Undertake knowledge translation to promote best practices and considerations for equitable vaccination promotion policy and programming to regional, provincial and federal health policy makers and providers

Bidder Qualifications

- Degree in health administration, project management, business administration, a related discipline, or equivalent combination of experience.
- 3-5 years' demonstrated success with project management.
- Extensive knowledge and experience with community health centres and community health promotion
- Advance proficiency in project management methodology
- Exceptional written and verbal communication skills.
- Excellent leadership skills.
- Exceptional organizational and time-management skills.
- Proficient in web-based tools and MS Office software, including spreadsheet and presentation applications, and comfortable with web and social media technologies to foster engagement.
- Able to work independently and to collaborate well with team members with excellent networking, leadership, relationship building, interpersonal and listening skills to work effectively with a broad range of stakeholders and to facilitate the development of partnerships.
- Demonstrated commitment to principles of equity, inclusivity, respect and cultural competence is required.
- Bilingualism (French/English) is an asset.

Bidder Requirements for Submission

Bidders are to include the following information:

- Firm background and related projects
- Approach to the required work
- Rates for required work
- Three references

How to Apply

APPLICATION DEADLINE: June 14, 2021 at 4:00PM (CST)

SUBMISSION INSTRUCTIONS

1. E-mail your cover letter and resume as one (1) document in confidence to cnicholson@mflohc.mb.ca
2. Put “MACH Application: Project Coordinator” in the subject line of your email.

The Manitoba Association of Community Health is an equity employer and encourages applications from Indigenous peoples and individuals from racialized groups, francophone communities and people of all sexual orientations and genders and persons with disabilities. Fluency in both French and English is an asset.

Upon request, reasonable accommodation is available for applicants with disabilities throughout the recruitment process.

We thank all applicants in advance however, only those under consideration will be contacted.