PROJECT COORDINATOR
(Student position)

JOB TITLE: Project Coordinator for the Canadian Webinar Series on the Sexual and Reproductive Health and Rights of Women living with HIV

STATUS: Part-time: 0.3 FTE. Anticipated 10-15 hours/week, with hours varying from week to week.

TERM: One year from November 15th, 2017 – November 14th, 2018

JOB START DATE: As soon as possible

SALARY: $22-$24 per hour, commensurate with qualifications and experience

LOCATION: The Global HIV Inter-disciplinary Research Leadership (GHIRL) Lab at Blusson Hall, Faculty of Health Sciences, SFU Burnaby campus

The Job
Working with the Principal Investigator and a national and international team of Peer Research Associates, trainees, co-investigators, and collaborators, the Project Coordinator assists in the planning, development, implementation, and coordination of a SSHRC-funded knowledge translation and exchange project focused on the sexual and reproductive rights of women living with HIV.

The Project
The Canadian HIV Women’s Sexual and Reproductive Health Cohort Study (CHIWOS) - Canada’s largest longitudinal, community-based cohort study by, with, and for women living with HIV) has partnered with the World Health Organization, Oak Tree Clinic at BC Women’s Hospital, Women’s Health in Women’s Hands Community Health Centre, the Canadian Aboriginal AIDS Network, and the Canadian Positive People’s Network to develop a multi-phase series of webinars. The webinar series presents a Canadian response to the recently released WHO global consolidated guidelines on the sexual and reproductive health and rights of women living with HIV.

Webinars are hosted on a free, interactive online platform, and focus on addressing the sexual and reproductive health and rights of women living with HIV. This involves the acknowledgement of intersections that compound inequities in attaining these rights and associated improved health outcomes. Webinar topics include: 1) Violence and Trauma Aware Care; 2) Supporting safe HIV disclosure; 3) Reproductive Health and Justice; and 4) Sexual health, pleasure, and intimacy. Each webinar will include data from CHIWOS; perspectives from WHO leadership, women living with HIV, healthcare providers, and decision-makers; and a discussion period.

The webinar series will culminate in a final report with a community-driven and evidence-based Action Plan to promote the sexual and reproductive health and rights of women living with HIV in Canada.

With two webinars of the series underway, the Partnership is looking to hire a part-time coordinator to facilitate the remaining two webinars of the series, as well to coordinate the in-person event to be held at the Canadian Association for HIV Research (CAHR) conference in Vancouver between April 26-29, 2018. The coordinator will work alongside the partnership team to plan and coordinate the activities of the Canadian Webinar Series according to the grant and group guidelines.
Duties and Activities
1. Acts as primary project contact for the Canadian Webinar Series.
2. Liaises with webinar presenters and team members to support the creation of bi-monthly webinars focused on the sexual and reproductive health and rights of women living with HIV in Canada.
3. Plans and coordinates teleconference meetings, including administering doodle polls, scheduling meeting details, taking detailed meeting minutes, and following up on identified action items.
5. Assists with promotion of each webinar, including drafting invitations and coordinating circulation.
6. Collates attendee information to create a large network of stakeholders interested in the sexual and reproductive health and rights of women living with HIV in Canada.
7. Contributes to writing and disseminating Webinar executive summaries, including assisting the final compilation of all webinar discussions and action items into a final report.
8. Assist in planning & coordination of an in-person meeting at the CAHR conference in April 2018.
9. Complies with principles of the Greater Involvement of People living with HIV/AIDS (GIPA) and the Meaningful Involvement of Women living with HIV/AIDS (MIWA) and demonstrates a commitment to social justice and anti-oppression.

Job Qualifications
1. Must be currently enrolled as a student at SFU, preference given to graduate students.
2. Familiarity with community-based research principles issues relating to people living with HIV.
3. Excellent communication and interpersonal skills, with experience communicating with a variety of stakeholders including clinicians, community members, policy makers, and academic researchers.
4. Previous experience with project coordination & event planning.
5. Ability to work independently, with minimal supervision.
6. Exceptional organizational skills, with the ability to prioritize tasks effectively and efficiently.
7. Experience creating PowerPoint presentations.
8. Familiarity with social media platforms and GoToWebinar software an asset.
9. Experience conducting webinars and/or other virtual discussions an asset.
10. Experience as a rapporteur and in the production of meeting reports an asset.
11. Fluency in English; bilingual with fluency in French an asset

To apply, please send a CV and cover letter via email to:

Dr. Angela Kaida, Associate Professor and Canada Research Chair in Global Perspectives in HIV and Sexual and Reproductive Health
Principal Investigator of the Canadian webinar series
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c/o

Applications will start being reviewed on Tuesday November 7th, 2017 until the position is filled.

We would like to thank, in advance, all those who submit an application for this position. Only candidates selected for an interview will be contacted. All decisions will be made by a hiring team, which includes research and community representatives.