

## CONTRACTOR WANTED

<b>Start Date:</b>	December 15, 2024, to March 31, 2025
<b>Position Title:</b>	Peer Coordinator
<b>Project:</b>	PHAC- Kuumba: Community Solutions for Building Vaccine Confidence
<b>Job Posting:</b>	2024-59
<b>Status:</b>	Temporary Part-Time Contractor – 130 Total Hours
<b>Closing Date:</b>	Please send your cover letter and resume to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a> Position will remain open until filled
<b>Rate of Pay</b>	\$40.00 per hour

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Peer Coordinator to join our PHAC – Kuumba Project on a Temporary Part-Time Contractor basis.

### Position Description and Duties

The ideal candidate will play a key role in guiding the planning and implementation of outreach and knowledge mobilization activities. Responsibilities include collaborating with the Project Lead to develop and execute strategies that engage diverse communities in vaccination initiatives, while ensuring cultural competence and inclusivity.

### Key Responsibilities

The Frontline Solutions, Peer Coordinator is responsible for the following:

- Provide support to ensure the smooth and efficient operation of the project.
- Ensure the timely and accurate completion and submission of confidential, time-sensitive materials.
- Prepare and distribute meeting agendas, minutes, reports, and other relevant materials.
- Lead and support the opening of Community of Practice (CoP) sessions, including assisting the project lead in finding and coordinating speakers.
- Implement outreach and education strategies to increase vaccine literacy and address vaccine hesitancy among priority populations.
- Integrate feedback and insights from external evaluations to further enhance the projects impact.
- Collaborate with Micrograntees to support the implementation of their initiatives to engage the Indigenous, African, Caribbean, Black, and other racialized communities facing barriers to accessing the healthcare services.
- Foster a collaborative and supportive environment for project stakeholders.
- Assist with the design, creation, and maintenance of communication materials.

### **Core Competencies**

Candidates must possess strong acumen in following areas of competencies:

- Demonstrates strong collaboration skills, creativity, and a passion for working with diverse communities.
- Excellent time management skills and ability to multi-task.
- Excellent writing skills.
- Detailed oriented with an aptness to problem-solve.
- Excellent written and verbal communication skills
- Proficient in Microsoft Office 365.
- Strong organization and planning skills

### **Considerations**

Preference will be given to qualified candidates with lived experience who identify as Indigenous, descendants of the original inhabitants (the First Peoples) of Turtle Island (now known as Canada), African, Caribbean, Black or as a part of another racialized community.

### **General Working Conditions**

This position requires flexibility, strong prioritization skills, and the ability to adapt to a fast-paced environment where demands and deadlines may shift with little notice. Multitasking is essential to manage concurrent activities and meet deadlines. Evening and weekend work may be required.

**Note:** We thank all applicants for their interest. However, due to the volume of applications, we are unable to respond to phone calls or emails. Only candidates selected for an interview will be contacted.