

# JOB POSTING

## Internal/External

Brandon-Assiniboine Regional Development Coordinator

BRANDON LOCATION

FULL-TIME PERMANENT POSITION

35 HOURS PER WEEK

The Sexuality Education Resource Centre Manitoba is a community-based, non-profit, pro-choice organization. We are dedicated to promoting sexual health through education. SERC provides inclusive, non-judgemental sexuality education and we believe all people have the right to accurate information to make informed choices about their health and wellbeing.

### **JOB CLASS: Brandon-Assiniboine Regional Development Coordinator**

**JOB SUMMARY:** This position is responsible for the development, planning, and coordination of programs and projects, on sexuality and reproductive health related issues. The Brandon-Assiniboine Regional Development Coordinator coordinates programming in Brandon, and surrounding area, coordinates program intake, liaises with partners and community, and supports overall SERC programming and program reporting. This position will also be able to fulfil the duties of a Sexuality & Reproductive Health Facilitator and is a member of the SERC leadership team and works closely with coordinators, managers, directors, and staff to identify priority populations and implement agency goals using appropriate community development models.

**REPORTS TO:** Co-Executive Director

### **QUALIFICATIONS**

- Supportive of SERC's Vision, Mission and Values
- Post-secondary degree plus two years' experience in the last 5 years in the area of sexual health education, health, social services, or related fields, or equivalent experience
- At least two years' experience in the last 5 years in program development, delivery, coordination, and leadership
- Excellent knowledge of sexuality and reproductive health issues; harm reduction principles, anti-oppressive and decolonizing practices
- Experience working in a cross-cultural context
- Excellent problem solving and team building skills
- Excellent oral and written communication skills
- Computer literacy in current software and online statistical and video platforms
- Expertise in areas of focus for assigned program/projects
- Valid Manitoba driver's license and access to a vehicle an asset

### **RESPONSIBILITIES**

- Assess community needs and trends, and develop strategies for program and policy development
- Coordinates program intake
- Design and implementation of projects and/or programs
- Contribute to fund development
- Provide consultation to staff on program development and implementation

- Problem solve general operational and staffing issues as they arise and request support from management as required
- Participate and take leadership in the agency communication strategies as assigned
- Participate and collaborate on program and project evaluations and assessments
- Provide information, referral and consultation services to partners and community
- Identify resource needs/gaps in the agency and in the community
- Presentation of SERC programs/projects as required (e.g. conferences and networks)
- Planning, coordinating and implementing education events
- Participate in inter-agency networks and committees
- Establish and maintain relationships with community partners to collaborate and further organizational goals
- Promote SERC programs and mandate in community
- Provide workshop and session facilitation on a variety of topics related to sexual and reproductive health
- Perform general administrative duties that support programming including;
  - Information management
  - Staff and program meeting facilitation and participation
  - Monitoring of program deliverables

#### **PHYSICAL DEMANDS/WORKING CONDITIONS**

- Work environment consists of an office building with individual work spaces
- The work environment will also include group settings of 10 to 30 people
- Frequent interruptions
- Prolonged physical activity of sitting and standing
- May be required to move items weighing up to 12kg
- May encounter others who are aggressive and/or agitated
- May be required to work a variety of shifts including evenings and weekends

If you would like a copy of the position description, please email [jobs@serc.mb.ca](mailto:jobs@serc.mb.ca)

**HOURLY RATE RANGE:** \$41.813 to \$48.472 per hour

**HOURS OF WORK:** 35 hours/week: Monday to Friday 8:30am to 4:30pm (some evenings and weekends may be required).

**PLEASE SUBMIT RESUME BY FEBRUARY 26, 2024 TO:**

Gillian Roy and Leigh Anne Caron, Co-Executive Directors  
 Sexuality Education Resource Centre MB  
 167 Sherbrook Street, Winnipeg, MB R3C 2B7  
 Email: [jobs@serc.mb.ca](mailto:jobs@serc.mb.ca)