

**Program Administrative Coordinator
BC Centre for Excellence in HIV/AIDS
Gender & Sexual Health Initiative (GSHI)**



BRITISH COLUMBIA
CENTRE for EXCELLENCE
in HIV/AIDS

Please note: Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

STATUS: This is a full time position

JOB START DATE: As soon as possible

SALARY: Commensurate with qualifications and experience

LOCATION: BC Centre for Excellence in HIV/AIDS (BC-CfE), Vancouver, BC

JOB: Reporting to the Director of the Gender & Sexual Health Initiative (GSHI), the Program Coordinator provides confidential and secretarial support to the Director, and program/services to the department. This position works closely with GSHI staff. For more information on GSHI, please visit: www.gshi.cfenet.ubc.ca

ORGANIZATION: The BC Centre for Excellence in HIV/AIDS currently employs a team of Statisticians, Programmers, Data Managers, Clinical Research Assistants, Data Analysts and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies. The BC-CfE is a world-renowned HIV/AIDS research centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology and Professional Education Programs.

JOB RESPONSIBILITIES:

- Provides secretarial support to the Director and maintains a consistently updated and accurate appointment schedule for the Director, and others as required, including determination urgency and nature of requests, resolution of time conflicts, and notification to all relevant parties
- Liaises in a professional and courteous manner
- Facilitates effective triaging of internal and external correspondence and timely follow-up as appropriate
- Coordinates meetings ensuring well-defined and timely agendas, identification of and notification to interested parties, compilation of background information and supporting materials, and preparation of packages/summary documents to assist in decision making and meeting facilitation
- Coordinates travel for meetings and conference for the GSHI Director and staff as required
- Produces well-designed reports, correspondence, presentation materials, spreadsheets and memos. Edits reports for accuracy and formatting.
- Facilitates ethical policy and procedures and coordinates appointments for Director or supervisor and facilitates orientation of new staff to GSHI
- Coordinates project procedures, tracks grant funding items and appropriate grants to be charged for Director, and coordinates bi-monthly meetings with Finance for Director
- Ensures appropriate dissemination of information about organizational and/or program/service procedures and processes, and the status of issues
- Coordinates grant funding opportunities and assists in formatting grant proposals and providing supporting documentation and monitors and brings to the attention of Director progress reports required as specified by the granting agency
- Uses PHC Connect EProcurement to order nursing supplies for study offices

- Collaborates with peers to ensure administrative systems and processes are consistently followed and monitored for effectiveness
- Coordinates the Sexual Health & HIV/AIDS Medical Research Elective offered to UBC undergraduate medical students. Maintains registry of students, schedules, and orientation materials for training. Liaises with departmental and organizational staff to coordinate successful placements that involve research and clinical staff
- Performs other duties as required

JOB QUALIFICATIONS:

- Bachelor's degree in health sciences, health administration, business management or related field
- Three to five years of administrative support experience or an equivalent combination of education, training and experience
- Advanced Outlook, Word, Excel and PowerPoint skills with the ability to produce documents with accuracy and speed
- Excellent interpersonal skills, including tact and diplomacy, in dealing with a variety of work situations, hospital staff, board members, government representatives, community partners and the general public
- Excellent communication skills, both verbally and in writing
- Ability to multi-task, work independently, and work under pressure with required deadlines, using strong organizational, time management and prioritizing skills
- Demonstrate aptitude for detailed work, capability of decision making/problem solving within predetermined guidelines
- Familiarity with HIV/AIDS-related, gender and sexual health issues and the delivery of health care an asset

Included with your cover letter:

A current Curriculum Vitae

Note: Applications received without a cover letter will NOT be considered.

CONTACT:

c/o Human Resource Coordinator
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APPLICATION DEADLINE: February 27, 2015