



SafeLink Alberta (formerly HIV Community Link) is an organization delivering services throughout Southern Alberta. As a non-profit organization, we work to reduce the harms associated with sexual activity and substance use. We serve and advocate for priority populations by offering low-barrier, non-judgemental, and informed programs and services. We offer a fun and energetic environment that provide opportunities for you to utilize your talents and develop new skills.

Education Coordinator

At SafeLink Alberta, we have a clear vision: to be the place where a diverse mix of talented people want to come, stay and do their best work. SafeLink Alberta's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at SafeLink Alberta - it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and any other difference that makes us all unique.

We are seeking an Education Coordinator who will be responsible for creating, implementing, and evaluating education programs focused on reducing the risks associated with sexual activity and substance use within our key population communities. The Education Coordinator will identify and implement best-practice and evidence-based strategies to build policy and practice guidelines, and to develop the capacity, skills, and knowledge of community members, frontline service providers, and leadership professionals via educational presentations, workshops, and consultations.

This is a full-time position (35 hours per week), based out of the SafeLink Alberta operational site in Calgary, Alberta however services will be provided across our provincial catchment area, including Calgary, Medicine Hat, and rural communities in the Calgary and Southern Alberta health zones. While hours of operation are generally Monday to Friday 8:00am to 4:00pm, flexibility to deliver education sessions and to attend community events and meetings during evenings and weekends will be necessary.

Key Accountabilities

Program Development & Community Engagement:

- Engage with people with lived/living experience (PWLLE) to develop project specific working groups to gain insight on the development of culturally appropriate and community specific knowledge. These working groups will provide input and guidance on project components including training content and methodology, non-stigmatizing language choices, prioritized target audiences for capacity building, and evaluation design.
- Develop comprehensive knowledge translation opportunities and activities related to focused on reducing the risks associated with sexual activity and substance use within and for our key population communities, which include 2SLGBTQ* communities, ethnocultural communities, sex workers, Indigenous communities, and people who use substances.
- Develop other capacity building tools (e.g. resource tools, policy guidelines, toolkits) to support the work and policy development of external agencies working in these areas.
- Participate in community and provincial networks, coalitions, and partnership building as required.
- Identify and develop new partnerships based on key issues and needs.
- Develop and maintain relationships with community partners to enhance service delivery models.

Education and Capacity Building

- Provide training to build the capacity of frontline service providers and community organizations to work effectively with our key populations to reduce the risks associated with sexual activity and substance use (such as STBBIs), address stigma, and ultimately lower barriers to service for SafeLink Alberta's key populations.
- Provide training to build the capacity of frontline service providers and community organizations to inform their work.
- Present workshops on various topics related to sex and sexuality and substance use within our key population communities to community partners, post-secondary students, service providers, and the general population.
- Research and maintain up to date and emerging information regarding population specific and harm reduction related issues.
- Continually monitor regional, national, and international research to remain current on issues and research related to harm reduction, sexual health, and substance use.

Administration:

- Maintain program statistics and documentation and participate in ongoing program evaluation and reporting.
- Ensure project accountability through maintenance of outcome-based reports.

Qualifications /Key Competencies

- Diploma or Degree in the Human Services field (preference to Social Work or Public Health), or equivalent in education with a minimum of two years related working experience.
- Proven proficiency in public speaking and presenting educational workshops.
- Experience in front-line service provision with a social services agency is required.
- Effective oral and written communication skills.
- Demonstrated skills in facilitation of both virtual and in-person educational workshops.
- Demonstrated knowledge and experience in Community Development principles.
- Strong knowledge of sexual diversity, sex work, and/or substance use issues is desirable.
- A strengths-based, harm-reduction, and human rights-based philosophy of service provision.
- Demonstrated cultural awareness and responsiveness in working across diverse populations.
- High ethical standards and professionalism, with a demonstrated ability to adhere to strict confidentiality practices.
- Non-Violent Crisis Intervention/MANDT, Suicide Intervention (ASIST), and current First Aid/CPR certification is an asset.
- Provision of a criminal record check with vulnerable sector search is required. A positive criminal record check will not necessarily preclude a candidate from being hired - decisions will be made on an individual basis and all information will be kept confidential.
- Access to reliable transportation and a valid driver's license is required.

Compensation

The salary range for this position is \$46,574.00 - \$53,928.00.

SafeLink Alberta offers a comprehensive health and dental benefits package, including access to EAP services and an RRSP matching program. Employees start at 3 weeks' vacation per year, plus a complimentary week off between Christmas and New Year's, and receive additional days off including personal days, sick days, and birthday.

Application Details

We especially encourage applications from communities that are under-represented among our staff, such as people living with HIV, visible minorities, those with lived/living experience, and persons with

culturally diverse backgrounds. We value your lived experience, and we encourage you to self-identify in your application should you feel comfortable doing so.

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@safelinkalberta.ca quoting job reference **SLA – 183**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.