



### **Sexual Health Nova Scotia**

109 Logan Rd., Unit 1B  
Bridgewater, NS  
B4V 2L4

(902) 543-6900  
provincialcoordinator@shns.ca

[www.shns.ca](http://www.shns.ca)

### **Network of Member-Centres:**

- Cape Breton Centre for Sexual Health
- Sexual Health Centre for Cumberland County
- Pictou County Sexual Health Centre
- Sheet Harbour Sexual Health Centre
- Halifax Sexual Health Centre
- South Shore Sexual Health

Contact info can be found at:  
[shns.ca/member-centres](http://shns.ca/member-centres)

## **PROVINCIAL COORDINATOR Sexual Health Nova Scotia (SHNS)**

- **TERM:** This is a permanent position, however, renewal past one year is dependent on annual funding continuity.
- **HOURS:** Full-time, 36 hrs/week. Schedule is flexible according to the demands of activities and may include evenings and/or weekends.
- **COMPENSATION:** Current wage level is \$25/hr, with possibility of increase based on access to funding.
- **LOCATION:** Home office-based, some travel required.
- **CLOSING DATE FOR APPLICATIONS:** May 16<sup>th</sup>, 2022

### **ABOUT SHNS**

Sexual Health Nova Scotia (SHNS) is the representative body of Nova Scotia's network of autonomous sexual health centres. Our mission is to champion positive sexual health throughout the lifespan for all Nova Scotians through the following core activities: Advocacy; Education; Navigation; Partnership.

Our network of community-based member-centres throughout the province offers clinical services, supportive guidance, free safer sex supplies, community education, and more.

We are:

- Sex-positive, open-minded, and non-shaming
- Respectful of individuals' confidentiality and autonomy
- Pro-choice
- Trauma-informed
- Committed to an evidence-based approach rooted in best practices
- Mindful of equity and inclusion in all aspects of our work

### **ROLE & RESPONSIBILITIES**

*As Provincial Coordinator, you will be responsible for:*

#### **Operational Management**

- Sharing and maintaining ongoing communication about SHNS activities with and among the member-centres, the Board of Directors, and any other SHNS staff/volunteers.
- Attending meetings of the SHNS Board of Directors (and select Board committees) and coordinating regular meetings of the Member-Centre Executive Directors' Group.
- Monitoring progress by SHNS and its member-centres in achieving the goals of the 2021-25 Strategic Plan.
- Conducting quarterly collection and analysis of data from member-centres.
- Producing reports, including the SHNS annual report.
- Supervising any temporary SHNS personnel, such as project staff, contract employees, or volunteers.
- Responding to questions from the public regarding access to sexual health services and providing navigation of healthcare services.

### **Fund Development**

- Preparing grant applications, including the annual application to the Department of Health and Wellness.
- Implementing a fund development strategy and coordinating activities to secure sustainable and diversified funding for SHNS programs.

### **Public Relations**

- Acting as the media and provincial spokesperson for SHNS to promote public awareness of SHNS and its mission.
- Managing the SHNS social media accounts and website.
- Coordinating annual SHNS community engagement and awareness activities including Sexual and Reproductive Health Week and the Sexcellence Awards.

### **Resource Development**

- Working with content experts to develop and distribute SHNS-approved sexual health resources, based on evidence and best practice.
- Developing position statements on behalf of SHNS on key topics.

### **Strategic Partnerships**

- Representing SHNS on provincial committees and at events as required.
- Supporting new and existing partnerships with organizations and services that are aligned with the vision and mission of SHNS.

### **QUALIFICATIONS**

- Experience working within the not-for-profit sector and engaging stakeholders and partners with advocacy efforts
- Experience writing successful funding proposals.
- Ability and experience writing accountability reports to funders.
- Knowledge of relevant government health strategies.
- Broad knowledge of sexual health issues and best practices.
- Demonstrated ability to function as team member, leader, and facilitator.
- Demonstrated ability to organize and prioritize workload.
- Demonstrated ability to work both independently and collaboratively.
- Demonstrated ability to communicate effectively, both verbally and in writing, as well as comfort with public speaking
- Demonstrated ability to analyze and present data effectively.
- Demonstrated ability to work under pressure in a changing environment.

- Computer literacy to operate file sharing, word processing, presentation, spreadsheet, Internet, and e-mail software - specifically skills using Google suite (Gmail, Google Drive, Google Forms, etc.), Zoom, and Wordpress would be an asset.
- Valid driver's license and access to transportation.
- Comfort with remote work/telecommuting.

#### **APPLICATION DETAILS**

We are committed to the principles of equity in our hiring practices and encourage applications from candidates whose background is diverse in terms of culture, race, language, religion, class and gender/sexual orientation.

**Please send your resume and cover letter to [provincialcoordinator@shns.ca](mailto:provincialcoordinator@shns.ca) with "APPLICATION - SHNS PROVINCIAL COORDINATOR" in the subject line by May 16<sup>th</sup>, 2022.**

The successful candidate will be required to provide a Criminal Record Check (including Vulnerable Sector Search).

The vacancy will be advertised until a suitable candidate is found. We thank everyone for their interest but we will only contact candidates selected for an interview. If contacted for an interview please be prepared to provide a minimum of 2 professional references.