



Program Manager

Emphasis on in-house programs: drop-in, night outreach, violence prevention, and other programs in partnership with other members of the management team

*This position is being posted internally and externally with a preference for an internal candidate.

Peers Victoria is a multi-service, grassroots non-profit organization that has been working with sex workers for close to 25 years. Peers provides outreach, harm reduction, and drop-in services, as well as wellness workshops, housing support, and social justice leadership concerning sex workers rights in the Capital Regional District. We maintain a welcoming environment and our values include providing harm reduction, client -centered services which contribute to social justice and draw on experiential knowledge.

Program Manager Duties and Responsibilities (Position total: 35 hours per week with additional hours negotiated based on special events)

Program Service Work (12-20 hrs per week depending on program funding)

- Work at least one shift in the night outreach program (6:30-10:30). This program work entails delivering harm reduction supplies, safer sex supplies food and clothing from an RV on the Rock Bay region, program record keeping and short duration support and referrals

- Work at least one shift in the drop-in program (Monday to Thursday 11-3; option to work three days in drop in for a four day work week). This program work entails assisting drop in participants with presenting concerns, booking and facilitating workshops, preparing and cleaning up after lunch, program record keeping
- Work in the violence prevention program to develop and deliver curriculum job descriptions with additional details about the night outreach, drop in and violence prevention support work associated with this position are available
- Attending stakeholder meetings including with funders and other program partners

Program Management and Report Writing (10 hours average per week)

- Monitor completion of all program (drop in, night outreach, housing, health, prevention, group etc.) records and complete outcome reports to submit to Executive Director for inclusion in reports to funders, annual report and program planning
- Apply for funding associated with programs that are part of your management portfolio
- Manage program petty cash and keep records compliant with contracted financial management requirements; submit all program expenses to financial manager and work with financial manager and executive director to monitor program expenses
- Co-order harm reduction supplies and other supplies used across programs

Human Resource Support (8 hours average per week inclusive of monthly staff mtgs; training events are additional to regular hours)

- Provide guidance on program decisions to staff

- Assist with coordinating staff meetings, training events and staff communication including biweekly payroll reminder
- Assist with hiring processes including posting, interviewing, employee record keeping and training
- Organizes and manages new employee orientation, on-boarding, and training programs
- Assist with supervising and training volunteers and practicum students
- Assist with call outs and scheduling
- Complete regular employee evaluations
- Hear and advise on staff concerns
- Be available to address and mediate workplace conflicts as needed

Other Duties (additional to regular hours and as available)

- Assist with event planning and other fundraising activities
- Assist with public education and other community events

Skills and Knowledge:

- A human service, social science or public policy degree (or equivalent) and 5+ years working in health and social services with 2+ years in program management or coordination, including financial, human resource, and practice standard responsibilities
- Strong skills with office management software including outlook, excel, and word for the purpose of program record management and document creation; ability to

use various donor and program database software and to support staff who are less comfortable using these tools

- Ability to use various social media tools for information sharing
- Strong written and oral communication skills
- Thorough knowledge of safer sex & substance use harm reduction models
- Strong knowledge of local health & social service organizations and supports offered by these organizations
- Knowledge of diversity of local sex industry & ability to connect with target populations
- Collaborative, partnership oriented service approach
- Training and experience managing conflict in work and health and social service settings
- Knowledge of risk management practices and considerations in health and social service work
- Commitment to Peers Victoria's mission, values and strategic directives

Additional beneficial knowledge and training

- Knowledge of international sex worker service organizations and advocacy, legal frameworks and related campaigns
- Knowledge related to expanding capacity of organization to reach underserved or other priority members of the service population, with an emphasis on supporting Indigenous leadership within the organization
- Graduate or post degree training in a relevant field
- Grant writing, research or program evaluation experience

- Food safe, food management and cooking skills

Job details and certification requirements:

- 35-38 hours per week
- Pay rate \$34/hr depending on education and experience
- Must have Basic First Aid
- Criminal Record Check required

Please submit your cover letter and resume by Jan 27th, 2023 to peershiring@gmail.com

Applications from individuals with direct experience in any aspect of the sex industry are especially welcome. Our group welcomes indigenous people, people of colour, people of different abilities(s), and people representing diverse genders and sexualities.

If you have any questions about this posting please contact ed@peers.bc.ca