



HepCBC Hepatitis C Education & Prevention Society

[www.hepcbc.ca](http://www.hepcbc.ca)    [info@hepcbc.ca](mailto:info@hepcbc.ca)

1-250-595-3892 or TOLL-FREE 1-844-268-2118

**HepCBC Victoria MAIN Office**

#20 -1139 Yates Street, Victoria, British Columbia, V8V 3N2

**HepCBC Vancouver Outreach Office**

#206A – 938 Howe Street, Vancouver, BC V6Z 1N9

## **OPERATIONS MANAGER**

HepCBC Hepatitis C Education & Prevention Society – Vancouver or Victoria, BC

Part-time/~20 hours per week (limited-time contract until July 2018)

### **Job Summary:**

The Operations Manager is responsible for overseeing the administration and viability of the organization, developing and implementing programs and initiatives, strengthening community engagement and partnerships, and developing strategic plans. This position reports directly to the Board of Directors.

### **Key Duties and Responsibilities:**

- Oversee the day-to-day operations of different HepCBC offices (Victoria and Vancouver) with 4-6 staff at one of the offices 3 times a week (Vancouver is preferred).
- Oversee the implementation of all HepCBC initiatives and programs, including the Prison Outreach program.
- Facilitate local and provincial outreach to diverse organizations, health professionals, and clinics, some of whose members/clients are affected by viral hepatitis.
- Work with the print/broadcast media on local, provincial, national and international levels as needed.
- Participate in outreach events to the general public and to targeted populations as appropriate.
- Support Board members in producing educational materials as needed.
- Support Board members in their work with national and international-level groups as needed.
- Support Board members in their grant-writing work as needed.
- Cooperate as needed with the Treasurer, Office Manager and Bookkeeper/Accountant (all based in Victoria) to maintain mutually-acceptable financial record keeping and reporting of all transactions.
- Compile and report monthly on all work done by all staff members and volunteers.
- Support Board members responding to requests for patient group reviews (for example, approvals of new drugs or evaluations of government agencies) as needed.

**Qualifications (Education, Training, and Experience):**

A Masters degree (preferred) in Public Health or related field, or the equivalent combination of education in social work, legal, health, education or medical field and successful experience in a supervisory / administrative / management position for a minimum of two years. Familiarity with viral hepatitis care and the Canadian healthcare system is a must. Occasional travelling is needed (travel expenses paid). Preference will be given to those whose life has been strongly affected by viral hepatitis, or to those who have significant experience working with HBV+ or HCV+ people or issues related to viral hepatitis. Aboriginal background, research experience, or expertise in non-English languages, or experience working in a non-profit run by a Board of Directors is a plus. As a condition of employment all employees must pass a Criminal Record check.

**Hiring Process:**

The qualified person will be interviewed by a hiring committee (which oversees the process and makes the final decision) composed of a minimum of 50% of people with lived experience of viral hepatitis.

**Apply in confidence, by Dec. 31/2017, to:**

**Alan Huang**, Secretary, Board at [alan.huang@hepcbc.ca](mailto:alan.huang@hepcbc.ca)

Sincerely,

A handwritten signature in cursive script that reads "Susan Malloch". The signature is written in black ink on a light-colored background.

Susan Malloch, RN, President, HepCBC