MÉTIS NATION BRITISH COLUMBIA

JOB DESCRIPTION

JOB TITLE	Health Promotion Coordinator
MINISTRY/DEPARTMENT	Ministry of Health and Wellness
REPORTS TO	Provincial Health and Wellness, Senior Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025

POSITION SUMMARY

The Health Promotion Coordinator leads the development and delivery of culturally grounded, community-based health promotion programs to improve wellness outcomes for Métis citizens. This role independently manages health promotion campaigns, stakeholder relationships, community training sessions, and event logistics. This role coordinates health promotion program components and collaborates with regional teams, health authorities, community organizations, NGOs, and system partners, including the public to create and deliver educational materials, and initiatives that promote healthy lifestyles, ensuring its successful implementation. Key responsibilities of this position include independently managing complex administrative and operational tasks, such as conducting needs assessments within community, designing health campaigns, organizing events, and providing training and support to community members. The Health Promotion Coordinator also contributes to budgeting, evaluation, and reporting processes while advocating for public health priorities and Indigenous health equity.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

Program Leadership and Strategy

- Leads the development and coordination of MNBC health promotion programs that prioritize the organization's strategic goals, and the commitments made with Regional Health Authorities, and Métis Chartered Communities.
- Advises on strategic direction of community-based health promotion initiatives.
- Coordinates the implementation of culturally relevant programs aligned with MNBC's strategic goals.
- Advocates for policies and practices that promote public health.
- Collaborates with Ministries across MNBC to ensure that Health and Wellness is included in policy and practice considerations as needed.

Community Engagement and Capacity Building

- Collaborates with community organizations, health authorities, and Métis Chartered Communities.
- Fosters a practice of cooperative effort and collaborative problem-solving around issues relating to improving the Health and Wellness needs and priorities of all Métis Chartered Communities.
- Delivers training sessions and learning modules on various health topics to Métis community health representatives and volunteers.
- Mentors and supports colleagues and team members to enhance their knowledge of health promotion and enhance their professional growth.
- Prepares reports and presentations for stakeholders and funders.
- Facilitates partnerships to expand community access to prevention and early detection resources.

JOB DESCRIPTION

JOB TITLE	Health Promotion Coordinator
MINISTRY/DEPARTMENT	Ministry of Health and Wellness
REPORTS TO	Provincial Health and Wellness, Senior Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025

Program Delivery and Operations

- Designs, implements, and facilitates health promotion programs, presentations, workshops, seminars, health fairs and other events and awareness campaigns tailored to community needs.
- Develops educational materials and resources to support health initiatives.
- Develops and delivers presentations on public health topics.
- Plans and executes health promotion campaigns, including social media and outreach efforts.
- Coordinates multidisciplinary working groups and external contractors to support program rollout.

Research, Evaluation, and Reporting

- Conducts community needs assessments, surveys, research, and data analysis to identify health needs and priorities within the community.
- Monitors and evaluates the effectiveness of campaigns and programs.
- Prepares program evaluation reports and uses findings to guide continuous improvement.
- Stays informed about current public health issues and aanalyzes health data trends to inform evidence-based program planning and evaluation.
- Updates the Provincial Health and Wellness Lead on all pertinent issues and information for effective decision-making

Financial and Administrative Oversight

- Manages project-specific budgets and resources for health promotion activities, and tracks expenditures.
- Prepares reports and funding documentation to support accountability and transparency.
- Coordinates logistics for events, meetings, and community engagements.
- Maintains accurate records of program activities and outcomes.
- Attends meetings with stakeholders and partners if the Provincial Health and Wellness Lead is unavailable.
- Carries out various administrative tasks as assigned.

Other duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

JOB DESCRIPTION

JOB TITLE	Health Promotion Coordinator
MINISTRY/DEPARTMENT	Ministry of Health and Wellness
REPORTS TO	Provincial Health and Wellness, Senior Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025

Supervision Given

- None.

QUALIFICATIONS

- Diploma or Bachelor's in Nursing, Psychology, Social Services, Health Science, or a related field from a recognized, post-secondary institution.
- Minimum of five (5) years of experience in health, social services, or related setting.
- Combination of relevant experience, education, and training may be considered.
- Experience leading or coordinating multi-stakeholder health initiatives is preferred.
- Experience managing health program budgets and reporting to funders is considered an asset.
- Experience working with an Aboriginal organization/program that includes interacting and developing relationships with Aboriginal people and communities as well as government agencies and ministries is an asset.
- Knowledge of office management systems and procedures, including online scheduling systems.
- Understanding of the unique challenges Métis face accessing systems of care and an ability to problem solve and provide possible solutions.
- Demonstrated ability to communicate verbally and in writing effectively.
- Proven ability to utilize, adapt and embrace new technologies, including Microsoft 365, SharePoint, and other databases/software required by the role.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

JOB DESCRIPTION

JOB TITLE	Health Promotion Coordinator
MINISTRY/DEPARTMENT	Ministry of Health and Wellness
REPORTS TO	Provincial Health and Wellness, Senior Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025

MNBC VALUES

- **Manâcihitowin** (Respect) - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin** (Integrity) - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin** (Innovation) - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin** (Humility) - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin** (Kindness) - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin** (Resilience) - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin** (Teamwork) - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.