

Temporary grant-funded position to March 31, 2027 with possibility of extension

Job Posting – Internal & External Applicants

Posting Date: March 19, 2026

Posting Closes: March 29, 2026

Start date: early April

End date: March 31, 2027

As of April 1, 2026, Ribbon Community will be newly operating longstanding programs for people living with HIV accessing peer services in the Victoria area. This Team Lead position will support this programming area transition to Ribbon, and will support existing programs for women living with HIV throughout BC.

Team Lead, Vancouver Island & Provincial Women

Focus areas: Vancouver Island and surrounding communities, women living with HIV

Reporting to: Executive Director

Union: Health Sciences Association, Community Bargaining Association

Compensation: \$33.99-\$35.58 per hour (Grid Level 38)
Collective agreement bargaining to increase these rates currently underway; raise will be implemented retroactively
Afre 488 hours, eligible for employer-paid extended health and dental benefits, long-term disability, and group life and accidental death and dismemberment coverage

Paid time off: Set out in the terms of the collective agreement, includes vacation time, sick leave, special leave, Indigenous cultural leave

Location(s): In-person at Ribbon Community in Vancouver; shared office space
Twice per year, off site at program locations for Camp Moomba (travel costs covered)

Hours & Schedule: 32 hours/week, Mon – Thurs
Some evening and weekend availability required



Benchmark: Program Coordinator 2 at Grid Level 38

Position Summary:

This Team Lead position will support the transition and stabilization of Vancouver Island peer programs, and provide new leadership for existing provincial programs for women living with HIV at Ribbon Community. The Team Lead responsibilities include developing, implementing, and evaluating goals, objectives, and policies of the program within the context of Ribbon Community purpose and values. The Team Lead will coordinate programming with other Ribbon staff such as peer navigators and program coordinators, and foster strong relationships with community members accessing these services and related community organizations.

Within the context of Ribbon Community's values and purpose, and under the supervision of the Peer Navigation program, this Team Lead develops, implements, and evaluates peer navigation and community programs within Vancouver Island and the surrounding communities, as well as provincial initiatives focused on women living with HIV including one-to-one client supports, group programming, special events, and various support. The Team Lead is responsible for day-to-day leadership to team members and volunteers in this program area, community partnerships, and client care within this area.

Duties:

1. Review all referrals to the program, following up with referral sources, and ensuring timely follow up from team members
2. Coordinate all aspects of programs, including support groups, special events, and each team member's workload
3. Mentor, support, hire, train, and conduct performance management for staff and volunteer team members
4. Schedule team members based on workload, budgeted amounts, client needs, and collective agreement requirements including arranging and/or providing coverage and managing paid time off for relevant team members
5. Coordinate case loads, client care plans including regular review and assessment
6. Develop and maintain community programs and partnerships, including strong knowledge of relevant programs and services within and beyond Ribbon
7. Conduct outreach and promotional activities, including establishing and maintaining positive relationships with all partners, referral sources, and clients
8. Manage the budget for this program area, including providing input into budget development, solving variances in the budget, appropriate allocation of funding and staffing resources within the agreed-upon budget, and supporting financial reporting



9. Engage and collaborate with community partners such as healthcare providers, community organizations, and front-line workers to meet the needs of the communities Ribbon supports, ensuring respectful and productive relationships and communication
10. Ensure appropriate skill among team members, including facilitating and arranging a range of training and professional development as needed
11. Ensure timely completion of documentation, program reporting, and evaluation by frontline team members and completion of program reporting as needed
12. Develop and maintain program records as required for continuity of care for clients, quality assurance, and program reporting
13. Collaborate with leadership to ensure programming remains responsive to the needs of community members
14. Fully participate in team meetings as called by leadership within scheduled hours of work;
15. Participate in professional development opportunities as required;
16. May support fund development activities, including requests for proposals, funding and/or resources
17. Performs other related duties as assigned.

Qualifications

Education and Experience:

- Bachelor's degree in health, community or social services, public health or similar
- Recent, related experience of two years in program coordination, preferably in the context of social services and/or youth programs
- Recent, related experience of two years working in a peer role, preferably in the context of HIV, substance use, mental health, or culturally-specific communities
- Recent, related experience of two years in managing and leading staff and/or volunteer teams
- Experience in a unionized environment considered an asset
- Recent, related experience of two years working in interdisciplinary healthcare settings
- Experience living with HIV and/or collaborating with people living with HIV (experience working with youth living with HIV considered an asset)
- Demonstrated awareness of issues related to living with HIV, Indigenous cultures and communities, cis and trans women living with HIV, stigma, violence/trauma, and other forms of oppression;
- Experience speaking in front of groups in settings such as training or education
- Training related to cultural safety and competency specific to communities most impacted by HIV



OR an equivalent combination of education, training, and experience

OR other Qualifications determined to be reasonable and relevant to the level of work

Skills and Abilities

- Ability to support leadership of program participants, including people living with HIV using a decolonizing and anti-racist lens in a management context
- Ability to enact and promote sex-positive, harm reduction, community development and strengths-based approaches
- Ability to communicate effectively, both verbally and in writing in English
 - Additional languages considered an asset
- Ability to leverage personal experiences as a peer with appropriate boundaries to support and empower community members
- Physical ability to carry out the duties of the position (e.g. desk work, transporting program supplies and setting up program areas, meeting with clients);
- Ability to work independently and in cooperation with others;
- Ability to plan, organize, and prioritize;
- Strong literacy with computers and software in a Microsoft Office/365 environment
- Experience with case management software considered an asset
- Ability to establish and maintain rapport with community members
- Ability to supervise volunteers;
- Ability to analyze and resolve problems;
- Leadership skills;
- Cultural responsiveness and humility in working with communities most impacted by HIV
- Demonstrated capacity to work effectively with communities experiencing systemic inequities
- Proven leadership, problem solving and organizational skills
- Ability to budget and monitor expenditures
- Ability to analyze and resolve problems

Developed: March 2026

How to Apply

Please let us know about any access needs or ways we can support your application. For inquiries about accessibility and accommodations, please email Sarah Chown at hr@RibbonCommunity.org.



People who are part of the communities we support and empower – people living with HIV and their families, as well as people who navigate HIV stigma - are encouraged to apply.

The hiring process will be led by Gary Lising and Sarah Chown.

To apply, submit a cover letter and one-page resume to hr@RibbonCommunity.org. Applications will be reviewed by Gary Lising (Manager of Peer Navigation) and Glyn Townson (Director of Peer Services).

For any questions, please reach out to hr@RibbonCommunity.org.

All applicants will receive a response indicating whether or not they will be interviewed within two weeks of the position close date.

Interviews will be conducted in English by Glyn Townson, Gary Lising, and a current Board member from Vancouver Island Persons Living with HIV/AIDS Society. Candidates will have the opportunity to request interview questions in advance of the interview.