



Position Title: SHINE Program Presenter (Student Role)

Reports to: Executive Director

Position Type: Part-Time Contract (ideal for university students)

Position Summary

The Student Head Injury Neuro Education (SHINE) Program Presenter will deliver interactive and informative 70-minute presentations to schools, community groups, and other audiences as part of VBIS's outreach and education initiatives. Most presentations will occur during daytime hours, Monday to Friday, based on the scheduling needs of schools and community organizations. VBIS will coordinate bookings, and the presenter will focus on preparing and delivering content that aligns with the goals of the SHINE program.

As a contractor, the presenter is expected to manage their own time and responsibilities independently while meeting VBIS's program requirements.

Key Responsibilities

1. Presentation Delivery

- Facilitate a minimum of two 70-minute SHINE presentations per week, primarily during the day.
- Engage with diverse audiences, ensuring content is accessible, engaging, and impactful.

2. Preparation and Customization

- Review and rehearse presentation materials provided by VBIS.
- Adapt content to suit specific audience needs when necessary.
- Dedicate time to personal preparation, including reviewing presentation aids (e.g., slides, handouts).

3. Feedback and Improvement

- Collect audience feedback through surveys or VBIS-provided tools.
- Collaborate with the Executive Director and other staff to refine and enhance presentation effectiveness.

4. Coordination and Communication

- Maintain communication with the Community Engagement Manager and VBIS staff regarding schedule, content needs, and post-presentation reports.



- Notify VBIS promptly of any challenges or rescheduling needs.

5. Professional Development

- Participate in training and periodic check-ins with VBIS staff to share feedback and ensure alignment with organizational goals.

Required Qualifications

- Currently enrolled in a post-secondary program (education, health sciences, communications, or related fields preferred).
- Strong public speaking and communication skills.
- Ability to engage and connect with audiences of varying ages and backgrounds.
- Dependable, punctual, and self-motivated.

Preferred Qualifications

- Experience in delivering presentations or workshops.
- Knowledge or interest in brain health, injury prevention, and community education.
- Familiarity with VBIS's mission and values.

Time Commitment

- **Presentation Hours:** Minimum of 2 sessions (70 minutes each) per week, with the majority scheduled during daytime hours, Monday to Friday.
- **Preparation Time:** Approximately 2–3 hours per week.
- Flexible scheduling to accommodate both student availability and VBIS booking needs within typical school and organizational hours.

Compensation

- **Hourly Rate:** \$26 per hour for all hours worked, including presentations, preparation, training, and travel to presentation locations.
- **Mileage Reimbursement:** Provided for work-related travel.



- **Independent Contractor:** This role is a contract position. The presenter is not considered an employee of VBIS and will be responsible for their own taxes, insurance, and statutory obligations.
 - **Agreement:** The successful applicant will sign a contractor agreement outlining responsibilities, deliverables, and terms of the engagement.
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Support Provided

- Comprehensive training on the SHINE program and presentation materials.
- Access to VBIS resources and staff for ongoing support.

How to Apply

This contract position offers flexible hours and a chance to make a meaningful impact in the community. Most presentations will take place during daytime hours, Monday to Friday. A criminal records check is mandatory, and a vehicle is required (mileage is reimbursed, but parking costs are not covered).

To apply, send your resume and cover letter to:

Pam Prewett, Executive Director
Victoria Brain Injury Society
pamp@vbis.ca

Application Deadline: Ongoing until a candidate is found.

Victoria Brain Injury Society is committed to providing support, education, and advocacy to people with brain injuries and their families. We pride ourselves on fostering a positive, inclusive work environment. VBIS is an equal-opportunities organization and welcomes applications from all qualified individuals, including those with lived experience of brain injury. Should you require accommodations to participate in the interview or work with VBIS, please let us know.