



**Schedule "A"  
Job Description**

**Updated August 2022**

<b>Title:</b>	Education Coordinator
<b>Reports to:</b>	Executive Director
<b>Hours of Employment:</b>	30 hours / week
<b>Compensation:</b>	Commensurate on experience
<b>Start Date:</b>	September 2022
<b>Job Purpose:</b>	The responsibility of the Education Coordinator will be to further the organization's goals and objectives for increasing awareness and understanding of acquired brain injury, and services provided by the Victoria Brain Injury Society. The worker will assist the Board of Directors and Executive Director in developing and evaluating long term strategies for organizational programs in this key strategic area.

**Key Responsibilities:**

- Develop, oversee, and maintain educational programs for professionals, service providers, clients, family members, and community including youth education and prevention programs
- Oversee collection, review and analysis of program related records, statistics and evaluations
- Responsible for communications over various platforms for all VBIS programs and work collaboratively with Marketing Coordinator for larger organization marketing and communications plans (campaigns /newsletters /fundraisers)
- Responsible for community networking in support of all VBIS programs, and assists with research and development of new opportunities to build community awareness of acquired brain injury
- Work collaboratively with VBIS Staff, committees of the Board and community partners to reach VBIS's strategic goals
- Assist in preparation of proposal for funding and/or funding continuation from outside funders
- Recruit program participants, members and volunteers utilizing most appropriate promotional or marketing methods
- Develop and manage resources (e.g. policy and procedure manuals, etc.) for the purpose of supporting and sustaining program goals and objectives

- Develop and schedule program work plan in accordance with specifications and funding limitations;
- Ensure program contents are client-centered, relevant to individual and group needs and reflect current priorities within the organization and in the community at large
- Coordinate activities of program with inter-related activities of other programs or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications
- Evaluate program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action
- Prepare periodic reports and records on program activities, progress, status or other special reports for management or outside agencies
- Develop and recommend new or revised program goals and objectives
- Interact and maintain liaison with students, faculty, staff and outside/community agencies in facilitating program objectives
- Provide training opportunities for volunteers to enhance their effectiveness
- Collaborate and partner with other agencies and organizations for information sharing, evaluation and research purposes.
- Represent VBIS on outside committees, attend conferences and seminars, and provide education to individuals and organizations on VBIS services

#### **Database**

- Maintain electronic documents filing systems, address lists and databases according to established policies and procedures
- Ensure data kept current; develop and grow system of cleaning data, building data, expanding usage of database
- Extract and compile data for various purposes as required
- Maintain system for collecting data for quarterly stats and other needs as they arise

### **QUALIFICATIONS, SKILLS AND ATTRIBUTES**

#### **Mandatory Qualifications, Skills and Attributes**

- Knowledge and understanding of acquired brain injury
- Experience working with volunteers
- Excellent professional verbal and written communication skills
- Proficiency in using Microsoft applications including Excel, Word, Teams and Outlook
- Ability to create a safe and supportive environment for clients and maintain a calm and professional demeanor
- Strong organizational and time management skills to determine work priorities and manage multiple projects in a fast-paced environment
- Ability to work both independently and within a team, to take initiative, and to prioritize work even when there are frequent interruptions
- Aware of, and sensitive to, cultural, ethnic and economic diversity; skilled at handling clients who are experiencing challenges related to mental health and/or substance misuse
- Ability to interpret verbal and non-verbal behaviour, to develop accurate perception and understanding of others' feelings, needs, values and opinions

- Open to reflective practice, learning, growth and development
- Approachable, helpful, positive and solution-oriented
- A criminal record check is required
- Driver's license and personal vehicle (mileage will be reimbursed)
- Capacity to learn new skills and software

**Desired Requirements:**

- Experience in coordinating and organizing educational activities, preferably related to brain injury
- Experience in coordinating and organizing training, partnership building, networking with agencies and organizations, and community outreach
- Experience in strategic communications planning, health promotion, social marketing, and/or behavior change communication
- Experience in community engagement, information dissemination, and development of informational materials, presentations
- Experience in data gathering, interpretation, and evaluation

Interested candidates should e-mail their resume and cover letter, with “*Education Coordinator Contract*” in the subject line to:

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

*Victoria Brain Injury Society is dedicated to providing support, education and advocacy to people with brain injuries and their families. We pride ourselves on having a relaxed, positive office environment where people feel free to be themselves. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their racial identity, disability, religion/belief, sexual orientation, gender identity. We encourage people with lived experience of brain injury to apply for positions. Should you require accommodations in order to attend the interview or work in our office environment please let us know.*