



Sex Information & Education Council of Canada
Conseil d'information & d'éducation sexuelles du Canada

Project Coordinator – Enhancing Sexual Health Promotion for Youth with Disabilities (full-time, contract)

Anticipated start date: April 11th, 2022

The Sex Information and Education Council of Canada (SIECCAN) is a registered not-for-profit charitable organization that was formed in 1964. SIECCAN works with educators, health professionals, community organizations, governments, and other partners to promote the sexual and reproductive health of people in Canada. A core objective of SIECCAN is to increase the capacity of educators, providers, and institutions that deliver education and healthcare to provide comprehensive sexual health education.

SIECCAN is currently launching a project to improve health service providers' knowledge and skills to effectively promote the sexual health and well-being of Autistic youth and youth with physical disabilities.

We are committed to incorporating gender and sexual health equity, anti-oppressive, and anti-racism frameworks, and Indigenous cultural safety approaches into the project.

Position Summary

As part of the project team, the Project Coordinator is responsible for assisting in the development, implementation, and evaluation of all project activities and materials. The coordinator will help implement an online consultation, design focus groups, conduct literature reviews, and assist with the creation, review, and dissemination of project materials.

Responsibilities

- Conduct literature reviews/scans related to sexual health promotion needs of Autistic youth and youth with physical disabilities.
- Help design and conduct an online consultation with health service providers to determine educational and resource needs in relation to sexual health promotion with Autistic youth and youth with physical disabilities.
- Help design focus groups with youth, addressing sexuality and disability and to understand youth's sexual health promotion needs.

- Assist with qualitative and statistical analysis and interpretation of consultation data; summarize findings (e.g., write reports, create presentations, develop educational materials such as fact sheets or infographics).
- Develop project documents (e.g., summary reports, toolkit materials, online toolkit implementation resources).
- Liaise with project partners and stakeholders.
- Possible travel within Canada for conferences (two or three times per year).

Qualifications

- Completed Master's Degree in Disability Studies, Psychology, Sociology, Education, Public Health, or relevant field or an equivalent combination of education, training, and experience.
- Demonstrated knowledge of the following areas: 1) disability and sexuality research and programming; 2) sexual health promotion best-practices.
- Previous experience working in the field of disability and/or disability services.
- Minimum two (2) years of research and writing experience, which may include: proposals, research studies, literature reviews, best practice guidelines/documents, policy and position papers, and/or other relevant educational materials.
- Proficiency with statistical software (e.g., SPSS; JAMOVI) for data cleaning and analysis and/or demonstrated ability to conduct qualitative analyses (e.g., thematic analysis).
- Excellent time management and organizational skills including the ability to prioritize project activities and meet deadlines.
- Excellent communication and interpersonal skills for collaborative work and development/delivery of written materials.
- Must be comfortable working independently in a virtual environment (e.g., online meetings, remote work).
- Computer skills including experience in Microsoft Office suite (Word, Excel, Powerpoint).
- Fluency in the French language is considered an asset.

Location

Applications will be accepted from persons living anywhere in Canada. This position will require the person to work remotely as office space is not provided.

Terms and Wage

- One year contract with a possibility of extension
- Full-time (40 hours per week)
- \$65,280/year plus extended health and dental benefits package and RRSP pension contribution

SIECCAN is committed to striving for employment equity. Accordingly, we encourage application from members of groups with historical and/or current barriers to equity. We strongly encourage applications from Indigenous Peoples in Canada, members of racialized communities, persons with disabilities, and 2SLGBTQINA+ individuals. SIECCAN acknowledges that not everyone is able to publicly disclose these identities, and this role does not expect that employees will disclose in the course of their work.

Application deadline: March 18th, 2022

Interviews will be conducted online via Zoom and/or phone calls during the week of March 28th to April 1st. We will make every effort to accommodate applicants' schedules and needs in all parts of the hiring process.

Application Procedure

Applications should include a curriculum vitae or resume and a cover letter outlining your applicable skills and experience. Applications without a cover letter will not be considered.

Please include contact information for two persons who can attest to your skills and suitability for the position at the final stage of the application process.

Applicants contacted for an interview may be asked to provide an example of their written work.

Applications should be sent by email to applications@sieccan.org with SEXUAL HEALTH PROMOTION COORDINATOR APPLICATION in the subject line and addressed to:

Alex McKay, Ph.D.
Executive Director
Sex Information & Education Council of Canada (SIECCAN)

Thank you to all applicants, however, only those selected for an interview will be contacted.