



BC Epilepsy Society Job Description Epilepsy Program Coordinator (Prince George)

Organization Information:

The BC Epilepsy Society is a non-profit charitable organization dedicated to serving people with epilepsy and their families in BC and raising awareness of epilepsy around the world. Our Mission is to empower, educate and support people living with epilepsy and their families in communities across BC and support research to make their lives easier.

Purpose:

The Epilepsy Program Coordinator (Prince George) works with schools, workplaces and other organizations in Prince George and surrounding areas to deliver the BC Epilepsy Society's Partners in Teaching program at school, school districts and school communities in Prince George.

The Epilepsy Program Coordinator (Prince George) also works in a supportive capacity with people living with epilepsy and their families in Prince George and surrounding areas to coordinate all aspects of epilepsy client services and programs, including information and referral, one-on-one consultations, individual advocacy, support groups and program evaluation.

Responsibilities:

- Conducts Partners in Teaching workshops at schools, workplaces and other organizations in the community of Prince George and surrounding areas
- Provides community outreach to people living with epilepsy and their families in Prince George and surrounding areas through support, guidance and mentorship in the areas of education, information, tools, resources and advocacy
- Develops, organizes and facilitates delivery of support/education programs for children, youth and adolescents living with epilepsy, including Epilepsy Friends Forever (EFF) in Prince George and surrounding areas
- Develops, organizes and facilitates delivery of support/education programs for parents of children living with epilepsy, including BC Epilepsy Parents Network (BCEPN) in Prince George and surrounding areas
- Works closely with systems to enhance the awareness of the needs of people living with epilepsy and their families and identify solutions to issues
- Maintains confidential database of people living with epilepsy and their families, Partners in Teaching contacts and attendees, donors, funders and other records as needed
- Submits monthly reports and data collection, as required
- Participates in monthly team meetings
- Participates in one team-building session per year

Qualifications:

- Direct experience working with children, youth, adolescents or adults living with epilepsy, mental health challenges, disabilities, etc.
- Experience with public speaking and doing presentations to small, medium and large groups
- High degree of self-awareness and emotional intelligence and capacity to apply appropriate boundaries and maintain confidentiality
- Strong relationship building skills
- Empathetic, compassionate, good listening skills and creative thinker
- Ability to understand and follow a process for sharing issues and being part of solutions
- Basic computer skills; experience with Microsoft Word, Excel and PowerPoint
- Broad knowledge of mental health and community resources and supports
- Demonstrated organizational and time management skills, accountability, reliability and punctuality
- Excellent planning and coordination skills with the ability to multi-task
- Strong written and interpersonal communication skills
- Self-starter with a positive attitude and willingness to work flexible hours
- Ability to work independently and show initiative as part of an inter-disciplinary team
- Ability to facilitate presentations and comfortable with public speaking
- Good command of the English language
- Knowledge of an acceptance of the multi-cultural diversity of the population of BC

Requirements:

- Attend and complete a one-day orientation
- Must have a computer with Internet connectivity and the ability to work from home when necessary
- Must consent to a Criminal Record Check (CRC)
- Willingness to travel for work outside of home community
- Must have a valid Drivers License and access to a vehicle
- Must have own cell phone
- Must have own laptop

Compensation and Hours:

Hourly Rate: \$20 per hour

Hours per Week: Approximately 7-20 hours per month

To learn more about the BC Epilepsy Society, please visit our website at www.bcepilepsy.com.

If this opportunity interests you and you meet all of the above requirements, please email your cover letter and resume in PDF format to info@bcepilepsy.com.

We thank all applicants for their interest, however only those candidates who are selected for interviews will be contacted. No telephone calls please.