

PAN AM CLINIC FOUNDATION INC.
MCEP PROGRAM COORDINATOR JOB POSTING

POSITION INFORMATION:

Position: Full-time Permanent (non-union)
Probation Period: 6 months

Pan Am Clinic is dedicated to achieving the very best outcomes for its patients so they can reach their highest quality of life through optimum physical health. The Pan Am Clinic Foundation is a crucial part of that model, as our generous supporters provide pivotal funding to further Pan Am's research, education, and community outreach initiatives.

PROFILE

Reporting to the Pan Am Clinic Foundation's Administrative Manager, the Program Coordinator is responsible for the overall coordination of the Foundation's Medical Careers Exploration Program. This unique and vital outreach initiative introduces Indigenous youth to careers available to them in the medical field through in-school curriculum and on-site practicum experiences delivered in partnership with the Winnipeg School Division and multiple health facilities. The position works with students who often come from challenging circumstances, along with health care and education teams, to help inspire Indigenous youth to reach their full potential. The position requires exceptional organizational and interpersonal skills and plays a vital role in the career development of Indigenous youth.

POSITION OVERVIEW

Medical Careers Exploration Program

- Coordinating practicum experiences for MCEP students in partnership with various healthcare sites
- Coordinating Annual MCEP Orientation Day, Opening Ceremony, as well as the end of year Graduation Ceremony
- Working directly with Foundation staff, healthcare sites and school administration in the overall coordination of the program
- Attending practicum experiences to support the students and to ensure quality program content
- Writing and coordinating grant stewardship requirements for program funders
- Preparing and delivering presentations to student groups regarding program content
- Supporting MCEP participants to promote their success in the program including practicum day transportation and lunch arrangements
- Maintaining contact with past participants to track program effectiveness in moving students towards post-secondary

Miscellaneous

- Interacts with staff at all levels throughout the Foundation and Pan Am Clinic, including senior level managers.
- Takes initiative to handle matters and solve issues not requiring direct personal attention from the Foundation Executive Director and Administrative Manager, although keeping others informed of all potential problems
- Maintains absolute confidentiality of all client- and job-related matters
- May be required to perform other duties and functions as assigned

QUALIFICATIONS/EXPERIENCE:

- Post-secondary education in a relevant field of study
- 3-5 years' experience in a program coordination or administration role, preferably within a health care setting
- A passion for helping youth reach their full potential, experience working with Indigenous youth a definite asset
- Experience in coordinating multi-faceted projects involving multiple stakeholders, such as educational programs, symposiums, special events, etc.
- Experience in fulfilling grant reports and stewardship requirements
- Proficiency with basic office programs (Microsoft Word, Excel, PowerPoint, Outlook and Teams) is essential
- Excellent organization, prioritization, scheduling, and project management skills
- Excellent communication skills in verbal, written and presentation forms
- Ability to work in a fast-paced environment and work effectively under pressure to meet deadlines
- Demonstrated problem-solving skills and demonstrated ability to effectively contribute to a team environment
- Ability to work independently and to maintain good working relationships with administrative staff, healthcare agencies, school representatives, funders, etc.
- Ability to maintain a high level of confidentiality

WORKING CONDITIONS:

- A combined conventional and social work environment in an office, healthcare, and educational setting. Physical workspace includes a desk in a shared environment. Majority of the time will be spent off-site at practicum placements.
- Full time hours are 7.5 hours per day, five days per week (Monday to Friday). On occasion this position may be required to work evenings and/or weekends – mutually agreed upon by the employee and supervisor.
- Position involves travel to participating schools and healthcare sites. A personal vehicle and valid driver's license are required. Mileage and parking are eligible for reimbursement.

COMPENSATION: The Pan Am Clinic Foundation offers a competitive salary and benefit structure, along with ancillary benefits for this role including cell phone and available parking on-site. The salary range for this role is \$57,060 to \$68,194 annually.

APPLICATION DEADLINE: Friday, July 31st at 4:00 pm

PLEASE SUBMIT COVER LETTER (INCLUDING SALARY EXPECTATIONS) AND RESUMÉ TO:

Dana Peteleski, Administrative Manager E panamfoundation@panamclinic.com
Pan Am Clinic Foundation, 75 Poseidon Bay, Winnipeg, MB R3M 3E4

This position is subject to a Criminal Record Check and Adult Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.