



POSITION DESCRIPTION

POSITION TITLE: Peer Support Coordinator - Northern BC

This position is responsible for supporting the goals and objectives of SCI BC's Peer Program by providing peer support opportunities that foster connection for individuals living with spinal cord injury (SCI) and related disabilities, as well as their families and caregivers. The position also contributes to the overall goals and activities of SCI BC.

Location: Prince George area

REPORTING RELATIONSHIPS

Reports To: Manager, Provincial Peer Coordinator Program

Works Closely With: SCI BC management team, Peer Coordinators, Peer Mentors and administrative staff

CORE RESPONSIBILITIES

1. Peer Groups, Events, & Educational Programming

The Peer Support Coordinator develops, coordinates, promotes, and facilitates a range of accessible, social, recreational, and educational opportunities that respond to regional needs and interests. These activities create opportunities for peers to connect with others, share experiences and information, build relationships, and develop confidence in a safe, welcoming, and inclusive environment.

Key responsibilities include:

- Identify regional needs, interests, and opportunities to inform the development of peer groups, events, and educational activities.
- Develop, plan, budget, promote, and facilitate peer support activities.
- Identify appropriate and accessible venues and settings for in-person and online programming.
- Follow up with presenters, volunteers, and participants to support continuous improvement and engagement.

2. Peer/Member Engagement & Support

The Peer Support Coordinator facilitates meaningful connections and engagement within the Peer Program, helping individuals living with SCI/disabilities, as well as their families and caregivers, access information, resources, programs, and peer support that enhance their experience, build confidence, and support adjustment to life with a disability.

Key responsibilities include:

- Welcome and orient new peers and members to the Peer Program and available SCI BC services, resources, and opportunities.
- Provide information, referrals, and follow-up support to peers, members, families, and caregivers based on identified needs.

- Encourage peers and members to participate actively and meaningfully in Peer Program activities and opportunities.
- Maintain regular communication with peers, members, and relevant community programs.
- Collaborate with Peer Program staff to implement program objectives, guidelines, and goals.

3. Community Partnerships & Outreach

As an ambassador for SCI BC, the Peer Support Coordinator develops and maintains relationships with community organizations, professionals, clubs, and other partners to expand opportunities, resources, and support available to peers and members.

Key responsibilities include:

- Establish and maintain positive relationships with existing and potential community partners.
- Promote the Peer Program and SCI BC services to professional, community, and other relevant organizations.
- Encourage peer and member participation in community activities and partnership opportunities.

4. Program Administration & Communications

The Peer Support Coordinator supports the effective administration, documentation, communication, and day-to-day operation of the Peer Program within their region.

Key responsibilities include:

- Maintain accurate and up-to-date member and participant information in the appropriate database and systems.
- Collect, record, and report service indicators, participation data, and program outcomes.
- Provide timely and relevant information to SCI BC communications staff for promotion through appropriate channels.

5. Program Evaluation & Development

The Peer Support Coordinator contributes to the ongoing evaluation and development of the Peer Program to ensure services remain relevant, accessible, responsive, and effective within their region.

Key responsibilities include:

- Seek feedback from peers, members, volunteers, and community partners regarding program needs, experiences, and opportunities for improvement.
- Share feedback, trends, and recommendations with management and colleagues.
- Collaborate with the Peer Program team to establish and refine program goals, objectives, activities, and priorities.

6. Organizational Support & Other Duties

The Peer Support Coordinator contributes to broader SCI BC initiatives and organizational priorities as required.

Key responsibilities include:

- Support SCI BC communications, reporting, fund development, and other organizational activities as appropriate.

- Participate in research, evaluation, and knowledge-development activities undertaken by SCI BC, including initiatives conducted in partnership with academic or community organizations.
- Perform other related duties and responsibilities as assigned.

QUALIFICATIONS

EDUCATION: Relevant university degree or diploma an asset

EXPERIENCE: Personal experience with, and/or understanding of physical disability and minimum of 1 year experience with the SCI BC Peer Program or a similar program elsewhere.

SKILLS:

- Good understanding of all physical disabilities
- Be living with a physical disability and confidently adapted
- Excellent communication, presentation and interpersonal skills
- Good knowledge of organizations and services for disabilities
- Good knowledge of Northern BC region
- Understanding of community resources in your area
- Efficient time and project management
- Attention to administrative details
- Fluency in Microsoft365, Sharepoint and internet skills

REQUIREMENTS:

- Valid driver's license and access to vehicle for work.
- Completion of a satisfactory criminal record check to work with vulnerable children and adults under the Criminal Records Review Program, every 5 years.

PHYSICAL AND MENTAL DEMANDS

Frequent: Typical office and/or work from home conditions.

Occasional: Event duties – both indoor and outdoor, requiring set-up, takedown and transportation of supplies and equipment.

JOB ENVIRONMENT

Working Conditions: Typical office and/or work from home conditions

Hours per week: This role is offered at a mutually agreed upon and consistent schedule starting at 19+ hrs/week, determined at hiring based on candidate fit, preference, and program objectives.

Salary Range: PT2: \$49,818 - \$66,424 (based on 37.5hrs/week)

- Competitive total compensation package including 4 weeks holiday to start, 5 wellness days, 5 discretionary days and 10 sick days annually.
- Salary and benefits are prorated according to the employee's FTE (as described above).

Unusual hours: Occasional weeknights and weekends

Note: Spinal Cord Injury BC has adopted a mandatory COVID-19 vaccination policy, which requires all staff to be fully vaccinated. For those not able to receive the COVID19 vaccine, documentation verifying medical exemption from the vaccine is required for this role.

Spinal Cord Injury Organization of BC (SCI BC) values diversity and strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. SCI BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

SCI BC acknowledges that our provincial work takes place on the territories of Indigenous peoples who have lived on and cared for the land for time immemorial. SCI BC's head office, GF Strong resource centre, and shared Victoria office are located on the traditional and ancestral territory of the Coast Salish peoples – the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh), and lək̓ʷəŋən (Lekwungen) First Nations. Our Prince George regional office is on the traditional and ancestral territory of the Lheidli T'enneh Nation.