

Temporary grant-funded position to March 31, 2027 with possibility of extension

Job Posting – Internal & External Applicants

Posting Date: May 29, 2026 /

Posting Closes: June 5, 2026

Start date: June 29 – July 6, 2026

End date: March 31, 2027

Team Lead, Sex work programs

Focus areas: drop-in programs to support and empower past and present sex workers, focusing on gender diverse workers, young workers, and workers who use stimulants

Reporting to: Executive Director

Union: Health Sciences Association, Community Bargaining Association

Daytime shifts scheduled 8:30am – 5:00pm

Evening availability required ~15-20 weeks/year on Tues, Wed, and Thurs at

Compensation: \$35.01 per hour (Grid Level 38)

After 488 hours, eligible for employer-paid extended health and dental benefits, long-term disability, and group life and accidental death and dismemberment coverage

Paid time off: Set out in the terms of the collective agreement, includes vacation time, sick leave, special leave, Indigenous cultural leave

Location(s): n-person at Ribbon Community in Vancouver; shared office space, and some duties at St Paul's Hospital

Hours & Schedule: 32 hours/week, Mon – Thurs – 4x 8 hour shifts
to cover staff leaves and support evening programs

Weekend availability may be required on occasion

Benchmark: Program Coordinator 2 at Grid Level 38



Position Summary:

This Team Lead position will support two longstanding drop-in programs that support and empower people involved in sex work. These programs focus on gender diverse people, young people, and people who use stimulants. The Team Lead responsibilities include developing, implementing, and evaluating goals, objectives, and policies of the programs within the context of Ribbon Community purpose and values. The Team Lead will coordinate programming with other Ribbon staff such as peer facilitators, program coordinators, and program assistants, and foster strong relationships with community members accessing these services and related community organizations.

Within the context of Ribbon Community's values and purpose, the Team Lead will provide day-to-day leadership, coordination, and supervision for The Corner, Trans Lunch Club, and contingency management programming both at Ribbon, and at St. Paul's Hospital in collaboration with Urban Health.

Duties:

1. Provide day-to-day leadership and coordinate all aspects of programs, including special events and programming, promotion, collaborations, food, and in-kind donations
2. Mentor, support, hire, train, and conduct performance management for staff and volunteer team members, including peers
3. Schedule team members based on client needs, budgets, and collective agreement requirements including arranging and/or providing coverage and managing paid time off for relevant team members
4. Coordinate collaboration and internal referrals within Ribbon services and programs, including peer navigators and case managers, to maximize the experience for program participants
5. Develop and maintain community programs and partnerships, including strong knowledge of relevant programs and services within and beyond Ribbon
6. Conduct outreach and promotional activities, including establishing and maintaining positive relationships with all partners, referral sources, and clients
7. Manage the budget for this program area, including providing input into budget development, solving variances in the budget, appropriate allocation of funding and staffing resources within the agreed-upon budget, and supporting financial reporting
8. Engage and collaborate with community partners such as healthcare providers, community organizations, and front-line workers to meet the needs of the communities Ribbon supports, ensuring respectful and productive relationships and communication
9. Ensure appropriate skill among team members, including facilitating and arranging a range of training and professional development as needed
10. Ensure timely completion of documentation, program reporting, and evaluation by frontline team members and completion of program reporting as needed
11. Develop and maintain program records as required for continuity of care for clients, quality assurance, and program reporting



12. Collaborate with leadership to ensure programming remains responsive to the needs of community members
13. Fully participate in team meetings as called by leadership within scheduled hours of work;
14. Participate in professional development opportunities as required;
15. May support fund development activities, including requests for proposals, funding and/or resources
16. Performs other related duties as assigned.

Qualifications

Education and Experience:

- Bachelor's degree in health, community or social services, public health or similar
- Recent, related experience of two years in program coordination, preferably in the context of social services in communities relevant to this role
- Recent, related experience of two years working in a peer role, preferably in the context of HIV, substance use, mental health, or culturally-specific communities
- Recent, related experience of two years in managing and leading staff and/or volunteer teams
- Experience in a unionized environment considered an asset
- Recent, related experience of two years working in interdisciplinary healthcare settings
- Experience living with HIV and/or collaborating with people living with HIV
 - Experience working with people who use substances / navigate substance use disorder considered an asset
- Demonstrated awareness of issues related to living with HIV, Indigenous cultures and communities, sex work, substance use, harm reduction, gender diversity, stigma, violence/trauma, and other forms of oppression;
- Training related to cultural safety and competency specific to communities most impacted by HIV

OR an equivalent combination of education, training, and experience

OR other Qualifications determined to be reasonable and relevant to the level of work

Skills and Abilities

- Ability to support leadership of program participants, including people living with HIV, people who use substances, and sex workers using a decolonizing and anti-racist lens in a management context
- Ability to enact and promote sex-positive, harm reduction, community development and strengths-based approaches
- Ability to communicate effectively, both verbally and in writing in English
 - Ability to communicate effectively, both verbally and in writing in Arabic considered an asset



- Physical ability to carry out the duties of the position (e.g. desk work, transporting program supplies, being mobile for the duration 2 hour drop-in programs, and setting up program areas);
- Ability to work independently and in cooperation with others;
- Ability to plan, organize, and prioritize;
- Strong literacy with computers and software in a Microsoft Office/365 environment
- Experience with case management software considered an asset
- Ability to establish and maintain rapport with community members
- Ability to supervise volunteers;
- Ability to analyze and resolve problems;
- Leadership skills;
- Cultural responsiveness and humility in working with communities most impacted by HIV
- Demonstrated capacity to work effectively with communities experiencing systemic inequities
- Proven leadership, problem solving and organizational skills
- Ability to budget and monitor expenditures
- Ability to analyze and resolve problems

Developed: March 2026

How to Apply

Please let us know about any access needs or ways we can support your application. For inquiries about accessibility and accommodations, please email Glyn Townson at GlynT@RibbonCommunity.org.

People who are part of the communities we support and empower – people living with HIV and their families, as well as people who navigate HIV stigma - are encouraged to apply.

The hiring process will be led by Director Peer Services, Glyn Townson.

To apply, submit a cover letter and one-page resume to hr@RibbonCommunity.org. Applications will be reviewed by Glyn Townson (Director of Peer Services).

For any questions, please reach out to Glyn Townson at GlynT@RibbonCommunity.org or call 604-348-6560.

All applicants will receive a response indicating whether or not they will be interviewed within two weeks of the position close date.

Interviews will be conducted in English by two team members at Ribbon Community, including Glyn Townson. Candidates can request interview questions in advance of the interview.