

**GENERAL INFORMATION**

**Title:** Regional Network Coordinator (2) – VANCOUVER ISLAND and THOMPSON OKANAGAN

**Classification:** Part Time - 20 hours/wk.

**Wage:** $26.50/hr.

**Reports to:** Designated Team Lead

**POSITION SUMMARY**

The Family Support Institute of British Columbia relies on a network of over 200 volunteers across the province who provide free peer support to people with a disability and their families. These wonderful volunteers provide comfort, guidance and resources to help families navigation situations and systems for their loved one. FSI’s capacity to support families is a reflection of the strength of this network. We are looking for candidates who align with our mission and thrive in relationship-focused work.

The Regional Network Coordinator’s responsibility will be to engage, recruit, and onboard volunteer Resource Parents within designated regions in BC. RNCs are also required to develop and maintain relationships with community partners in their regions, informing them of the services and supports that FSI offers.  The scope of the role will have a specific focus on children, particularly as it relates to an initiative called the Ministry of Children and Family Development Early Years Service Framework.

The Regional Network Coordinator will work collaboratively with the Provincial Engagement Lead as a part of the volunteer Resource Parent onboarding team. Additionally, RNC's will support the Provincial Engagement Lead for the planning and staffing of events, fairs, and display tables, and collaborate with their Provincial Team Lead to coordinate and facilitate online learning and support sessions.

**KEY DUTIES AND RESPONSIBILITIES**

**RP Network (Volunteers)**

* Responsible for volunteer Resource Parent (“RP”) recruitment, intake, onboarding and training in collaboration with the Provincial Engagement Lead within their assigned Region with an intentional effort to strengthen FSI's organizational capacity to be healthy and sustainable to better serve families.
* Provide feedback as needed to Team Leads for improvement of internal processes related to the volunteer network.
* Maintains open communication to the provincial volunteer network and ensures training and support needs are being collected, communicated and responded to.
* Collaborate with the Provincial Engagement Lead to help to ensure our volunteer information is current.
* Facilitate regular online RP Engagement networking opportunities in collaboration with the Provincial Engagement Lead.
* Support RPs to participate in committees, advisories, and community groups.

**External Relations**

* Liaise with community partners as needed to bring awareness of the services and supports FSI offers to families.
* Source opportunities for presentations on behalf of FSI, at events, committee meetings and community groups.
* Plan and facilitate Family Hang Outs, Learning Explorations, and online meetings for individuals and families by staying current on themes and issues of concern for families.
* Act as a subject matter facilitator for FSI Learning Explorations and presentations as needed.
* Liaise with MCFD Directors of Operations with the Early Years within their designated region as required.
* Participate in local and provincial committees and advisories with a focus on networking and raising awareness of FSI’s family support model.

**Training**

* Plan and facilitate Family Hang Outs, Learning Explorations and online meetings for volunteers.
* Attends the annual Training Conference and assists as required.
* Assists the FSI Provincial Engagement Lead in coordinating the delivery of workshops and annual training conference for FSI.

**Accountabilities**

* Participate in FSI staff and training meetings and events – in person or zoom/teams video calls.
* Time Management and scheduling using MS Office suite
* Be familiar with and follow FSI policies and procedures as outlined in the FSI Orientation process.
* Establish positive, effective, and professional relations with all contacts (RPs, FSI staff, community partners, government, etc.)

**REQUIRED QUALIFICATIONS**

**Education, Training and Experience**

* Certificate or diploma in a discipline relevant to supporting families with a family member with a disability, or equivalent experience
* Two to three years of relevant volunteer or work experience in the disability sector.
* Demonstrated understanding and knowledge of the disability sector, including but not limited to, services and supports for children, youth and adults with a disability and their families, funding sources, provincial and local initiatives.

**Knowledge, skills and Abilities**

* Demonstrated understanding of and commitment to FSI’s vision, mission and beliefs
* Overall diplomacy including polished and professional oral, written, and interpersonal communication skills.
* Extensive knowledge of supports, services and resources for families of a child with advisability (any age, any disability, provincial level knowledge) or complimentary skillset.
* Ability to deal with sensitive issues in a tactful, respectful and when necessary, confidential manner.
* Self-starter able to work independently and collaborate effectively.
* Well-developed planning, organization, time management, conflict resolution and problem-solving skills.
* Basic knowledge of Microsoft Office Suite Word, Excel PowerPoint etc.

**PREFERRED QUALIFICATIONS /EXPERIENCE**

It is preferred that the candidate be a parent, guardian, or family member of an individual with a disability.

**WORKING CONDITIONS**

This position of a Regional Network Coordinator is a flexible part-time position, and the Employee's usual hours will be 20 hours per week.  The FSI Benefits package is available for RNCs if desired. This is a remote position; the incumbent should have a dedicated remote office space with reliable Wifi service. Much of the work of an RNC is done via online meeting software, email and phone; in-person meetings in your local area as required.