



GENERAL INFORMATION

Title: Regional Network Coordinator – NORTHERN BC

Classification: Part Time - 20 hours/wk

Wage: \$26.50/hr

Reports to: Designated Team Lead

Environment: Remote

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 disabilities and their families. FSI volunteers provide comfort, guidance, and resources to help families navigate situations and systems for their loved ones. 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, RNCs 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 Northern BC region's 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.
- Establish positive, effective, and professional relations with all contacts (RP's, staff, community partners, government, etc.)

External Relations

- Liaise with regional 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.

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.)
- All Family Support Institute staff align with FSI's commitment to Truth & Reconciliation and Anti-Racism and participate in learnings and training on cultural competency, diversity, and inclusion.

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, as well as in-person meetings in your local area as required. Travel within the designated region for in-person community connections and RP Training may be approved by Team Leads and the Director of Programs as determined by program needs.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities, and obligations of this position may be modified from time to time to effectively meet the requirements of the Family Support Institute of BC.

The Family Support Institute of British Columbia is strongly committed to cultural safety, equity, diversity, anti-racism, and to being a welcoming and inclusive workplace. We encourage individuals from all backgrounds to apply and join us in our mission to create a more inclusive and empowering future for all. We welcome applicants from anywhere in British Columbia.

As a provincial organization, FSI acknowledges that our work spans across all of the traditional, ancestral, and unceded Indigenous territories in BC. Therefore, we respectfully honour all First Nations, Inuit, and Métis people, as well as their ancestors, who have lived here and cared for these lands. It is with gratitude that we can live, learn, and do our work in the province now known as British Columbia.

To apply, please send your cover letter and resume to

Robyn Kendurkar, Team Lead

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