



Job Opportunity: Comox Valley Community Health Network (Network) Facilitator

Approximate Start Date: January 5, 2026

Hours: 20 hours/week until March 31, 2027. Extension funding dependent.

Location: Work from home and in community

Compensation: \$60/hour

Closing Date: November 12, 2025, at 12:00 p.m.

Contact: Christopher Bate info@cvchn.ca

Comox Valley Social Planning Society:

The [Comox Valley Social Planning Society](#) has contracted with the Comox Valley Regional District to support the continued development and progress of the Network. Island Health is providing funding to the Comox Valley Regional District to support the Network and the CVRD has subcontracted the work of overseeing the Network to the Social Planning Society.

The Network was formed in 2018 to bring together people from wide-ranging backgrounds, roles and perspectives to collaboratively plan and act on issues that impact health and well-being in our community.

The CVCHN's purpose statement is: *We are a community-driven network that facilitates collective action to positively impact the social determinants of health in the Comox Valley. We believe a healthy, sustainable, resilient community is a shared responsibility.* Working together with the Network Coordinating Circle of community members, community organizations and Island Health, the Facilitator ensures the vision, purpose, values and guiding principles of the network are incorporated into the operation of the network and supports building the capacity of the Network to move towards collective action that will address social determinants of health in the region.

The Role:

The Facilitator will:

1. Convene dialogue regarding social determinants of health and modifiable risk factors informed by credible data (e.g. Local Health Area Profiles, BCCDC Community Health Profiles) content experts (e.g. Medical Health Officers, Academics, Planners) and people from diverse backgrounds with lived/living experience to:
 - a. foster a common understanding of community health priorities

- b. create a shared vision for a healthy community
 - c. reach agreement on joint priorities for shared action/intervention
 - d. develop/maintain and/or renew time-limited strategy documents reflecting vision, priorities and action plans facilitate coordinated action amongst partners to address joint priorities
 - e. engage policy makers around system level changes required to enable action on joint priorities
 - f. facilitate ongoing collection and dissemination of data from partners regarding aligned community action in support of joint priorities and observable outcomes of aligned actions.
2. Support engagement of community voice and community participation from multi-sector partners such as Community Service Providers, Health Care Providers, Persons with Lived Experience, Local Government, Local First Nations, School Districts/Boards, Post-Secondary Institutions, Local Business, existing collaborative groups, and other institutions and sectors representing a spectrum of expertise, ages, and population perspectives spanning the regional district area. The CHN will strive to ensure broad and equitable participation at all levels of their CHN network structure.
3. Partner with Island Health Community Health Promoters or alternate Island Health Population and Public Health designate.
4. Collaborate with Island Health Population and Public Health regarding ongoing alignment of evolving priorities as needed as Island Health's funding for Community Health Networks is tied to strategic Initiatives of the Ministry of Health and Island Health, which may change over time.

Responsibilities:

The Facilitator, in collaboration with the Coordinating Circle, will provide leadership for the Network by:

- Developing a work plan for the Network in collaboration with the Coordinating Circle
- Continuing to build the capacity of the Network and moving it towards collective action and impact
- Promoting and advocating on behalf of the Network
- Ensuring broad and equitable participation at all levels of the Network structure including participation from multi-sector community partners with active participation from people with lived/living experience, foundations, charitable organizations, Island Health, local government, local First Nations, school districts boards, post-secondary institutions, local business organizations, existing collaborative groups, and other institutions and sectors representing a spectrum of expertise, ages, and population perspectives spanning the entire region
- Initiating and facilitating regional partnerships, projects and data collection and dissemination
- Engaging policy makers around system level changes required to enable action on joint priorities
- Developing, maintaining and/or renewing time-limited strategy documents reflecting vision, priorities and action plans
- Developing and implementing evaluation activities regarding Network outcomes and processes
- Identifying and securing project funding to address priorities

- Engaging with Community Health Promoter and/or Manager of Healthy Communities or alternate Island Health designate regarding ongoing alignment of evolving priorities tied to strategic Initiatives of the Ministry of Health and Island Health
- Providing reporting on the Network as established by Island Health and CVRD in collaboration with the Coordinating Circle.

The Facilitator will work with the Society Board and staff by:

- Ensuring regular communications and reporting to the Society Board
- Identifying areas of alignment with the Network Work Plan with the Society's priorities and projects
- Being a resource to the Society in connecting the social determinants of health to the Society initiatives
- Being the primary contact for the Network and working collaboratively with an Administrative Assistant and Society staff as necessary
- Prepare and manage the Network annual budget with Society staff and Board Treasurer.

Qualifications

The minimum qualifications and experience required from the Respondent are:

- Post-secondary degree in a related field
- Minimum of three (3) years of recent related experience in community development and multiple determinants of health.
- An equivalent combination of education and experience is acceptable.

The Society does not have dedicated office space so the Facilitator will be expected to work from a home office and will supply their office equipment. Community-based work will be expected as well.

Candidates selected for interviews will be required to attend a three-hour meeting, which will include a conversation and some computer skill testing. Some questions to be asked at the interview will be provided in advance. Candidates who attend interviews will be reimbursed at the rate of \$35 per hour for the interview.

The Comox Valley Social Planning Society is an equal opportunity employer committed to diversity and inclusion in the workplace. The Society works to eliminate discrimination and harassment of any kind based on race, colour, gender, gender identity, religion, sexual orientation, national origin, disability, genetic information, pregnancy or any other protected characteristic as outlined by federal, provincial or local laws.

Should an applicant require accommodations to participate in the application or interview process, please contact Christopher Bate at info@cvchn.ca.

**Please submit your resume and cover letter to info@cvchn.ca
by November 12, 2025, at 12:00 p.m..**