



September 2026: PeerNetBC is Hiring!

Operations & Programs Facilitator Position Details

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Your Experience

More on PeerNetBC Work Culture (eg. more info on time off, wellness fund, etc.)

How to Apply

Operations & Programs Facilitator

Position: Operations & Programs Facilitator. This is a single position.

Hours: 25hrs/week

Schedule: Monday - Thursday, some evenings and weekends in-person

Contract Length: 1 year (with likelihood of renewal, funding dependent)

Compensation:

- \$32/hour and extended health benefits
- Paid Vacation and Personal/Sick Time off
- Starting at 3 weeks paid vacation and 13 paid sick/personal days - all per year

Location:

- Predominantly working remotely with the option to work in the Downtown Vancouver coworking space, located at 312 Main.
- Some in person work in the Greater Vancouver Area is required.
- Infrequent travel outside of Greater Vancouver.

Hiring Timeline:

- **Posting period:** Deadline Oct 12th, 11:59pm PST
- **Interview period:** Nov 2nd - 16th
- **Starting date:** Ideally January 4th, with possibility to start some hours in Dec for on-boarding



Acknowledgement

We acknowledge that this job posting is written on the unceded territory of the Coast Salish peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) and Səlílwətaʔ (Tsleil-Waututh) nations. We acknowledge that colonization exists, that without its violent impacts we would not be who we are and where we are today. We also recognize that Indigenous-led alternatives exist and that change is possible. We are committed to addressing power and privilege so that we can have these conversations, take action and do the work together.

About PeerNetBC

Hi! We're The PeerNet Association of BC, or [PeerNetBC](https://www.peernetbc.com). We are a registered non-profit and charitable organization that works to bring people with shared experiences, or peers, together to learn from each other. We are committed to our mission to provide training, resources, and support to peer-led initiatives across what is colonially known as British Columbia, Canada.

In fostering shared values of community collaboration, inclusion, anti-oppression, and disability justice, we host workshops, events, and work with other organizations and partners. Through these opportunities we hope for people to learn and unlearn, make impact, and engage in fun and playful experiences.

We encourage you to go through [PeerNetBC's values](#) to better understand our approach to our work!

The Role

The Operations and Program Facilitator is a dynamic role that focuses on programing & facilitation, community engagement, as well as supporting operational and administrative responsibilities. As a non-hierarchical organization we work in collaborative teams that we call circles. This position falls within the Programs Circle and Admin/Operations Circle. *Scroll down for more info on our working circles.*

The role is responsible for maintaining community partnerships, all aspects of facilitation, and co-managing budgets and administrative systems. The new hire can, for example, expect to attend weekly meetings (for circles and the whole team), as well as plan prep meetings for facilitation, and manage solo time for asynchronous and independent work.

We encourage applicants that identify with multiple-marginalized, intersectional identities such as: Youth (under 30), BIPOC, disabled, 2SLGBTQAI+, neurodivergent.

Key Responsibilities:

- **Financial Co-Coordination & Oversight**
 - Collaboratively sharing oversight of organizational finances
 - Ensuring overall effective and efficient financial, governance, operations, and office administration systems and support
 - Reviewing monthly financial statements
 - Comparing budgets and actuals and creating projections
 - Long-term financial planning
 - Process Monthly Financial Bookkeeping
 - Co-leading the staff team's collaborative budgeting process
 - Financial reporting to funders
 - Shared liaising with vendors, contractors, and partners regarding financial matters
 - Improving financial systems and workflows (ex. Updating staff expense forms & processes)
 - Liaising with auditors and supporting PeerNetBC's annual audit
 - Reporting to PeerNetBC's staff team and board of directors on PeerNetBC's finances
- **Facilitation and Community Engagement**
 - Design and deliver custom community peer-based workshops, trainings and presentations for grassroots groups to conferences and community events
 - Host and deliver in-house standard community workshops of our core curriculum for PNBC community networks
 - Actively participate in community advisories, networks, tabling events, and coalitions that align with our organizational mission and values
 - Provide consultations to grassroots groups and community organizations seeking capacity building support around peer-based engagement, anti-oppressive organizational processes.
 - Opportunity to liaise with community members and partners to co-develop projects that align with our organizational values.
 - For these internal projects, PeerNetBC staff co-plan, report, facilitate (often in partnership), coordinate, and may provide project management.
- **Hosting Co-Management**
 - Collaborations are groups we have partnered with to receive grant funding for an initiative. Past and ongoing examples include Black Youth Initiative, BlackChat, VALU Coop, and TransCareBC.
 - Build relationships with collaboration partners.
 - Provide co-management, administrative and communication support to our collaborations.
 - Liaise with collaboration partners about fiscal sponsorship, financial processing, and non-profit/charitable compliance in a way that is accessible to them



Working With Us

PeerNetBC currently works as a **non-hierarchical, peer-led, and collaborative staff team**. We have 5 ‘working circles’ based on types of tasks and responsibilities. Each circle may have elements that are internal and external facing. In this way we aim to be accountable to each other and to the communities we work with, as well as support each other in our work and learning.

Our **circles represent embracing a way of working that is participatory and involves collective decision making**. This organizational practice and structure supports our team to engage in a way that makes space for individual interests and goals, meaningful engagement, equitable opportunities, and the deconstruction of workplace culture ‘norms’ that do not support our values.

About The Circles

The Programs Circle and the Administration & Operations Circle are the two circles currently hiring. All staff are a part of at least 2 circles.

Administration & Operations

Administration & Operations circle does the logistical tasks that need to be done to keep PeerNetBC functioning well. Most of the work is related to finances – both the day-to-day processing such as paying expenses and the longer-term oversight such as budgeting and financial planning. The circle also works closely with other circles on a number of administrative functions. For example, the Administration and Operations Circle works closely with the Programs Circle to support grassroots groups that we provide fiscal hosting to (receiving grants using our charitable status).

Programs Circle

The Programs circle encompasses **internal projects, custom workshops, collaborations, and various forms of community engagement**. It is focused on service delivery and is grounded in anti-oppressive, decolonizing, peer support-based, and disability justice lenses, in order to facilitate personal and community change. This framework means doing our work in a way that is in alignment with and uplifts the work of folks doing labour in the margins, especially with intersections of Black, Indigenous, and folks of colour.



As the more externally-oriented circle, Programs often serve as the frontline link between our connected communities and the PeerNetBC team as we seek to meet requests for capacity-building work in meaningful ways.

Other Circles

While working in the Programs and the Administration & Operations circle, you will also get to work with the other circles at PeerNetBC:

- Peer-Led Governance (Governance, Strategy, and Fundraising)
- Staff Support & Culture of Care (Work Culture and HR)
- Communications (Outreach, Promotion, Design)

Your Experience

Essential Skills & Competencies (“must haves”):

- PeerNet Ethos/Values
- Demonstrated capacity and extensive work/volunteer experience in anti-discrimination and community development projects and initiatives
- Demonstrated ability to work with intergenerational communities, youth, and diverse communities
- Understanding of the philosophy of anti-oppression work, peer support principles, and community collaboration
- Interest in being part of a non-hierarchical staff team and taking on the responsibility that requires (ex. not having an ED to make final decisions)

Admin/Operations Circle

- Experience with day-to-day non-profit finances such as processing accounts payable and receivable
- Experience creating complex budgets and overseeing actuals
- Experience navigating non-profit financial systems (ex. CRA requirements, audits, BC societies act, etc.)
- Experience making complex and colonial non-profit/charity systems accessible to grassroots and multi-marginalized groups



- Competency in using microsoft office, adobe, google workspace, and quickbooks online or similar bookkeeping software

Programs Circle

- Ability to develop and facilitate workshops in a variety of settings and topics including working through tensions or conflicts that may arise
- Ability to nurture and build relationships with key funders and diverse partners
- Creative and innovative approach to facilitation, curriculum development
- Ability to work independently and as part of a team

Useful Strengths and Interests

*Considering how collaboratively we work at PeerNet, the following list includes some areas that would support PeerNet as whole, but aren't required for this position.

- Assisting with PeerNetBC fund development initiatives on behalf of the organization
- Board relations and non-profit governance
- Interest in grant writing, reporting & nurturing relationships with key funders

More on PeerNetBC Work Culture

Much of PeerNetBC's community work is in anti oppression, we therefore aim to collectively commit to the dismantling of traditional workplace structures as much as we can while existing as a non profit.

Because PeerNetBC is a predominantly remote workplace, our staff are expected to acquire and maintain their own physical workspace such as a home office or coworking space. PeerNetBC provides some financial support to staff in renting, furnishing, and/or supplying their physical workspace (see compensation section below for more details).

Almost all of PeerNets internal work/meetings is done virtually and most of our staff continue to work remotely. However, about half of our workshop programming is done in person, while other work including consultations and community engagement is a mix! It is optional to work at our dedicated desk located in 312 Main, a co-working space in the Downtown Eastside.



PeerNet offers a wide range of additional compensation and benefits to staff, including:

- Extended benefits such as health, dental, vision care.
- Wellness Fund (including expenses for services and/or objects (ie tech) that support your to access/show up to work)
- Flexible paid vacation time
- Flex 'stat' days. Stat days exist within a Christian colonial context and may not align with or be relevant to your life, faith, values, or beliefs. For example, you can use the stat on a different day in the week.
- 2 weeks paid time off for our winter office closure, usually around December 21-Jan 4

Are you the one? Do we match? Let's Work Together!

Please email your cover letter and resume in PDF format to: hiring@peernetbc.com.

We understand that cover letters, resumes, and hiring processes can be colonial and ableist. PeerNetBC is currently unpacking what our hiring process looks like. Although we are asking for cover letters and resumes in PDF format we are open to accept other formats of electronic submissions of interest to this position.

Application closes October 12th, at 11:59pm PST.