

Position Description

Position Title:	Supplies Coordinator, MOA
Status:	Temporary 0.4 FTE
Compensation:	annual salary \$46,000, prorated \$18,400
Supervisor:	Clinic Operations Lead

Our goal is to be a diverse workforce that includes the voices of those who have been disproportionately affected by marginalization and oppression in sexual and reproductive health. We welcome applications from anyone who may contribute to furthering the mission of Options and especially seek applicants who are 2SLGBTQIA+, members of marginalized populations, persons with disabilities, Indigenous, Black and/or people of colour. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.

Organization Summary

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense program. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life. We gratefully acknowledge that our Provincial Offices are located on the unceded ancestral and occupied territories of the Musqueam, Squamish and Tsleil-Waututh nations.

Position Summary

This position assists the Clinic Services Team in the evaluation and maintenance of clinic supplies, data, and other related duties. This is a part time position that can be completed over the course of 2 full time days (7 hour) or more shorter shifts. This position will also be cross-trained to cover for Reception, MOA for vacation coverage.

Responsibilities

The Supplies Coordinator is responsible to the Clinical Operations Lead for:

Management of Contraceptive Supplies Inventory

- Order contraceptive supplies as needed from pharmaceutical companies
- Return expired products for refund
- Maintaining contracts with supply companies and monitor purchase costs
- Quarterly supply inventory count and clinic inventory tracking

Maintenance of clinic contraceptive supplies, equipment, stationary and other supplies

- Process quarterly orders and any extra orders as needed
- Arrange equipment purchases, as needed
- Supply new clinics with start up supplies and equipment
- Advise staff on supplies in stock, items available for teaching kits and equipment available to purchase
- Act as a resource person to clinic staff on ordering procedures

Review and advise the Clinical Services Team on

- Significant changes to contraceptive product purchasing costs
- Review purchasing costs annually or as requested
- Advise on potential new products and removal of unnecessary products

Maintenance of Teaching Kit Supplies

- Contact supply sources or purchase necessary items for teaching kits
- Process orders for teaching kits, maintain rental teaching kits

Develop, collect, compile and collate clinic statistics and other clinic data

- Collects data from clinics and compiles quarterly and yearly clinic statistics
- Act as a resource person to clinic staff on the data collection system

Maintenance of storage room

- Organize all supplies and containers

Education, Knowledge and Experience

- Medical Office Assistant certificate or equivalent experience
- Highly proficient in Microsoft Word and skilled with MS 365 suite (Outlook, Excel, etc.)
- Knowledge of sexual health medical terminology, medications and supplies
- Proficient in operating office equipment (printer, fax machine, photocopier)
- Experience in sexual and reproductive health an asset
- Experience in finances, accounting, or statistics an asset

Skills and Abilities

- Non-judgmental and pro-choice
- Attention to detail and strong organizational skills
- Ability to balance multiple demands and responsibilities
- Effective written and verbal communication skills
- Some heavy lifting required
- Ability to multitask under demanding conditions
- Ability to work independently and as part of a team
- Must be legally able to work in Canada.

All positions at Options for Sexual Health require a signed commitment to Options for Sexual Health's mission, values, objectives, and confidentiality policy.

To apply, please submit an application [online](#).

Applications will be accepted until the position is filled. The position is expected to start in mid-June. Candidates should be available to begin work around this time.

Thank you for your interest in Options for Sexual Health

We regret that only short-listed candidates will be acknowledged