



## INTERNAL/EXTERNAL JOB POSTING

### **Gay Men's Sexual Health & Harm Reduction Coordinator**

(Full-Time Permanent Position, 37.5hrs/week)

Posting Closes: Friday August 5, 2022, at 5pm

#### **WHO WE ARE**

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health, and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

#### **WHY WORK WITH US?**

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year
- Generous sick day allotment

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance

- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

### **ABOUT THE OPPORTUNITY**

We are currently looking for a **Gay Men's Sexual Health and Harm Reduction Coordinator** to join our team!

### **JOB SUMMARY**

POSTING DATE: Friday, July 22, 2022

CLOSING DATE: Friday, August 5, 2022, at 5:00pm

STATUS: Permanent Full-Time (37.5 hours per week)

Bargaining Unit, Category 2 (\$52,057 - \$53,281)

### **JOB DESCRIPTION**

This position develops and implements a range of harm reduction and sexual health promotion initiatives targeting gay, bi, and queer men (GBQMSM); supervising a team of outreach volunteers, and is in charge of the inventory, development, assembly and distribution of ACT's harm reduction supplies targeted to diverse communities of gay, bi, and queer guys involved in sexualized substance use (Party n Play, PnP, chemsex). Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

### **RESPONSIBILITIES**

#### **Community Development**

- Research innovative strategies that promote the health and wellness of diverse communities of gay, bi, and queer men both living with, and at risk of HIV.
- Identifies and responds to emerging community issues in HIV prevention, sexual health, and harm reduction through the development of innovative education, health promotion resources, and community development programs.
- Responds to inquiries regarding harm reduction and sexualized substance use (PnP) among cis, trans, and non-binary gay, bi, and queer guys in Toronto.
- Develops and steward's strategic partnerships with local businesses (including bathhouse, club and bar owners/management, and other party venues where GBQ guys party) to distribute sexual health and harm reduction resources.
- Maintains strategic partnerships with harm reduction distribution networks within Toronto.
- Investigates and implements mechanisms that allow for the continual assessment and evaluation of program activities.

#### **Program Development**

- Develops and implements program workplans, goals and objectives in conjunction with ACTs Gay Men's Community Outreach team.

- Identifies emerging issues in HIV prevention, sexual health promotion, and harm reduction for gay, bi, and queer men through researching articles, books and journals.
- Develops implements and evaluates ongoing harm reduction groups for cis, trans, and non-binary gay, bi, and queer guys.
- Works with ACT's Gay Men's Community Outreach team to coordinate the planning, development, distribution, and evaluation of educational and outreach campaign materials, including condom and lube campaigns, social media posts, and webpage development.
- Coordinates the in-house production of ACT's harm reduction kits.
- Coordinates a monthly schedule of outreach volunteers at bathhouses and bars/clubs to distribute condoms, lube, and harm reduction resources to gay, bi, and queer guys in Toronto.
- Acts as the agency point person for all requests for harm reduction supplies and resources.
- Maintains the inventory of ACT's harm reduction supplies.
- Evaluates programs to ensure effectiveness and efficiency.

### **Workshops**

- Develops and delivers trainings about harm reduction and sexualized substance use (PnP) for community members, volunteers, and service providers working with gay, bi, and queer guys in Toronto.
- Evaluates, modifies and develops training and workshop sessions to ensure the goals of the organization are achieved and the needs of those requesting training/workshops are met.
- Table outreach and

### **Volunteer Management and Outreach Coordination**

- In collaboration with the Volunteer Resources Coordinator, recruits and interviews prospective volunteers for sexual health and harm reduction outreach in bathhouses, bars/clubs, and on sexual networking sites/apps.
- Provides supervision, trainings/skills development, scheduling, performance evaluations to outreach volunteers.
- Designs and implements volunteer feedback/evaluation strategy.

### **Administration and General Duties**

- Writes periodic reports to funding bodies and files a variety of tracking documents requiring strong attention to detail and organizational skills.
- responds to inquiries for resources, outreach and supplies.
- Participates on teams and committees to enhance community development, communicate information and achieve the goals of the organization.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

- Ensures that program output and volunteer databases are kept up to date.
- Collects and maintains data on volunteer hours, and safer sex and harm reduction supply and resource distribution.
- Responds appropriately to external inquiries and provides information as required.
- Develops, drafts, implements, and maintains program work plans and budgets.
- Performs other tasks as identified by management.

## **QUALIFICATIONS**

- Post secondary education relevant to the position and/or at least one (1) year practical or related experience (i.e. health promotion, adult education or community development).
- Demonstrated in-depth understanding of HIV and AIDS, harm reduction and sexualized substance use, combination prevention strategies, sexual health and related issues related to gay, bi, and queer men.
- Demonstrated ability to analyze social and political issues related to HIV and AIDS, sexual health and sexual identity.
- Demonstrated understanding of diverse communities of gay, bi, queer men, including cis and trans men.
- Experience with program planning and project management, preferably with direct experience (work or volunteer) within the gay, bi, queer community.
- Proven ability to develop and strengthen community partnerships.
- Excellent communications skills (verbal, written, and visual).
- Experience with public speaking and workshop development and facilitation.
- Understanding of volunteer management; experience supervising volunteers is an asset
- Demonstrated ability with resource development.
- Strong time management and the ability to multi-task.
- Strong computer skills including Microsoft Office.
- Ability to work both as an individual and a team member.
- Must be willing to work flexible hours including evening and weekend work.

## **APPLICATION PROCESS**

**As a peer-based program this position is designated for a cis, trans, or non-binary gay, bi, or queer guy with an understanding of sexual health and harm reduction needs within the community.**

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to [careers@actorange.org](mailto:careers@actorange.org)

Please be sure to include the title of the role you are applying to, in the subject line.

The deadline date to apply is **Friday August 5, 2022, at 5pm.**

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

### **ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY**

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)