

INTERNAL & EXTERNAL JOB POSTING:

Provincial Women and HIV/AIDS Initiative – Capacity Building and Community Development Coordinator

POSTING DATE: Wednesday April 3, 2019
CLOSING DATE: Wednesday April 17, 2019 at 5:00pm
STATUS: Full time, Permanent (37.5 hours per week)
Bargaining Unit, Category 1 (\$50,278 to \$51,459) plus a
comprehensive benefits package.

JOB DESCRIPTION

The Capacity Building and Community Development Coordinator (CBCD) is dynamic and responsive to the Provincial Women and HIV/AIDS Initiative (PWHAI) needs.

Under direction of the Provincial Director, the PWHAI CBCD Coordinator is responsible for planning, developing and implementing community development opportunities and activities for the Initiative. The work of this position is primarily focused in building the capacity of the regional coordinators and is grounded in community development principles.

Specific duties and responsibilities include but are not limited to the following and may be subject to change:

PROGRAM AND NETWORK DEVELOPMENT

- Liaise with WHAI Coordinators and relevant sector partners to effectively and efficiently work towards provincial wide WHAI goals in local communities across Ontario
- Be informed about and engaged with socio-political factors that impact WHAI work locally and provincially
- Promote meaningful communication, interactions, information sharing and partnership between WHAI Coordinators and their staff teams

COMMUNITY DEVELOPMENT

- Support regional WHAI Coordinators in identifying the assets, needs, opportunities and responsibilities within their community in order to plan appropriate community development activities and implement provincial WHAI strategies
- Support regional WHAI Coordinators to build relationships with relevant community partners
- With input from WHAI Coordinators, the Provincial Advisory and the PWHAI Director, take a lead role at identifying and developing resources that can enhance WHAI activities and be shared provincially
- Facilitate workgroups aimed at achieving WHAI provincial goals

- Participate in sector partnerships and relevant research
- Encourage network participation in WHAI activities
- Coordinate, facilitate and evaluate provincial advisory of women living with and facing systemic risk for HIV acquisition to give input into WHAI resource development and projects where appropriate
- Productively challenge oppressive behaviour and dynamics and provide support to others in order to productively challenge oppressive behaviour
- Liaise regularly with other provincial groups related to women and HIV.

CAPACITY BUILDING:

- Identify and develop capacity-building opportunities for regional WHAI Coordinators (both knowledge translation, exchange, and skills development)
- Take a lead role at planning, coordinating and implementing WHAI network teleconferences and webinars, in consultation with Director
- Support and work with the Director to plan and implement in person forums and annual symposiums that facilitate positive communication, networking, capacity building and information sharing
- Take a lead role at orienting new WHAI Coordinators, including the management of an up –to-date orientation package
- Foster strong connections to and consistent communication with the WHAI network
- Maintain and update resources (relevant research and/or relevant articles etc.) that contribute and keep current the understanding of issues related to women and HIV in Ontario.

OTHER ADMINISTRATIVE AND GENERAL DUTIES

- Take a leadership role, with WHAI Director, in monitoring program activities, including tracking data, statistical analysis and evaluation of WHAI work
- Take a leadership role in the development of WHAI semi-annual report, reflecting strategic progress towards WHAI goals and alignment with WHAI Guidelines and Logic Model
- Manage the WHAI Google drive to ensure accessible, well organized and up to date information is available for WHAI Coordinators
- Work with PWHAI Director to oversee WHAI website to ensure up to date, relevant information
- Participate in ACT staff teams and report on WHAI as required
- Adhere to ACT's Policies and Procedures, Collective Agreement and Human Rights Legislation
- Respond to telephone and email inquiries when appropriate
- Carry out other administrative tasks where necessary.

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.

QUALIFICATIONS

The ideal candidate for this position enjoys taking initiative, is knowledgeable about asset-based community development and the principles of adult learning. To be considered for this position, you must be familiar with HIV in Ontario, the social determinants of health and the structural and societal oppressions that contribute to HIV risk among women in Ontario. You will be expected to work comfortably from a strengths-based, anti-racist anti-oppression framework. You should be able to creatively and comfortably present in front of groups and facilitate group work and discussion.

- University degree in a related discipline or relevant experience.
- Must demonstrate a thorough understanding of the issues that impact the lives of women from diverse communities living with and affected by HIV in Ontario.
- Must have a strong commitment to GIPA/MIPA and anti-oppression.
- Familiarity with community development models, theory and practice.
- Detail-oriented project coordination skills, with proven ability to coordinate multiple tasks and set priorities amidst important but competing deadlines.
- Superb written, verbal and visual communications skills.
- Ability to present to and connect with a wide variety of audiences.
- Well-developed interpersonal and relationship-building skills in order to foster and maintain effective working relationships with key stakeholders.
- Ability to maintain sensitive information, exhibit tact, diplomacy and good judgement, with high standards of ethics and confidentiality.
- Experience planning and providing trainings and workshops.
- Knowledge of best practices in adult learning.
- Demonstrated commitment to the mission, vision and guiding principles of ACT.

APPLICATION PROCESS

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers

543 Yonge Street, 4th Floor, Toronto, ON M4Y 1Y5

Email: careers@actoronto.org

Fax: 416.340.8224

Please visit the WHAI website for more information: www.whai.ca

We thank all candidates for their interest; but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

PWHAI/ACT is committed to and adheres to the principles of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards, the Pay Equity Act, the Occupational Health and Safety Act and all other applicable legislation. We are committed to integration and to removing barriers to accessibility in the workplace. We strongly encourage applicants to apply who are living with HIV and who self-identify on the basis of any of the protected grounds under the Human Rights Code including but not limited to age, gender identity, race, ethnicity, ability/disability, or sexual orientation. We recognize that equitable access to employment is an agent in social change.