



INTERNAL AND EXTERNAL JOB POSTING: TOTALLY OUTRIGHT PROGRAM COORDINATOR

POSTING DATE: Wednesday November 28, 2018
CLOSING DATE: Tuesday December 19, 2018 at 5:00pm
STATUS: Full time, Permanent (22.5 hours per week)
Bargaining Unit, Category 1 (\$48,373 to \$50,699)(Pro-rated)
Full Comprehensive Benefits Package and Pension Plan

JOB DESCRIPTION

Maintains an HIV prevention, health promotion, and community development intervention targeting young gay, bisexual and queer men (including trans men) that is part of ACT's strategic direction to lead in gay men's health initiatives. This position coordinates an intervention specifically entitled, *Totally outRIGHT*, a leadership development program focused on sexual health for young GBQ-MSM guys under 30 years of age. *Totally outRIGHT* will engage 45 unique participants over 3 series each year. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

- ensuring the intervention is delivered by community that reflects the gender, sexual diversity and ethnicity of participants;
- ensuring content remains targeted and tailored to the group, acknowledges and addresses learning barriers identified in intake with individual potential participants;
- ensuring information on HIV and STI transmission or prevention is up to date and relevant;
- ensuring content aims to change attitudes towards risk behaviors;
- ensuring risk reduction and harm reduction skills training occurs during the intervention; and
- ensures content includes self-reflection and development of intrapersonal skills beyond risk and harm reduction training, such as: decision-making skills, recognizing mental health issues, body images values and relationship needs and wants.

PROGRAM DEVELOPMENT

- Develops and implements program workplans, recruitment and delivery plans, evaluation plans, and objectives in conjunction with the funder, supervisor, peer workers, volunteers, program alumni and the project's advisory committee.
- Works with the project's advisory committee to identify and interpret participant feedback on emerging issues in HIV prevention and sexual health promotion for young gay, bi and queer men through program participant input, researching articles, books and journals.

- Develops, implements, and evaluates ongoing implementation of the Totally outRIGHT leadership series over 4 full Saturdays three times a year with two peer workers (peer recruiter and a peer facilitator).
- Evaluates program to ensure effectiveness and efficiency in recruitment, intake, conducting the series, and impacts on alumni after leaving the program.

COMMUNITY DEVELOPMENT

- To reach programming objectives (recruitment & conducting curriculum) identifies and develops partnerships with community individuals, agencies, groups, schools, and clubs.
- To reach programming objectives identifies and responds to emerging social and sexual health issues for each participant group (series).
- Responds to inquiries regarding Totally outRIGHT programming and providing consultation services to other HIV and social service organizations.
- Engage an Advisory Committee, 3 times a year, comprised of alumni from Totally outRIGHT Toronto.
- Build capacity of alumni of the Totally outRIGHT Toronto program to be faculty of the program.
- Engage a team of volunteers to help with logistic support to prepare for each day of the Totally outRIGHT series.
- Provides support and mentorship to up to 4 peers in the program each year; filling the role of Peer Recruiter and Peer Facilitator over the course of 3 series each year.

ADMINISTRATION & GENERAL DUTIES

- Writes regular reports to funding bodies, documents a variety of program metrics, responds to inquiries regarding the program, maintains records (minutes, attendance and graduation, strategies/checklists), and reviews program reports created by peers/volunteers.
- Reviews spending and tracks expenditures for remaining within budget.
- 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

- Post secondary education relevant to the position and/or at least two (2) years practical or related experience (i.e. health promotion, adult education or community development).
- In-depth understanding of HIV and AIDS, STIs, sexual health and related issues.
- Demonstrated ability to analyze social and political issues related to HIV and AIDS, sexual health and sexual identity.
- Demonstrated understanding of the communities of men who have sex with men.
- Experience with program planning and project management, preferably with direct experience (work or volunteer) within the gay, bi and queer community.
- Proven ability to develop and strengthen community partnerships.
- Excellent communications skills (verbal, written, and visual).

- Experience fostering working relationships with key stakeholders who have diverse interests in project participation.
- Experience working with diverse groups of gay, bisexual and queer men along with knowledge of community-based programs and services.
- Understanding of volunteer management.
- Demonstrated ability with resource development.

APPLICATION PROCESS

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

Careers

ACT

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

Email: careers@actoronto.org

Fax: 416.340.8224

Please visit our website for more information: www.actoronto.org.

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

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. ACT recognizes that equitable access to employment is an agent in social change.