

INTERNAL/EXTERNAL JOB POSTING

PROVINCIAL CAPACITY BUILDING LEAD

(Full-time Contract for one (1) year)

WHO WE ARE

WHAI is a community-based response to HIV and AIDS among Cis and Trans women in Ontario.

WHAI's goals are:

- Reduce HIV transmission among women.
- Enhance local community capacity to address HIV and AIDS.
- Build safe environments to support women and their HIV and AIDS-related needs.

ABOUT THE OPPORTUNITY

We are currently looking for a **Provincial Capacity Building Lead (contract)** to join our team!

JOB SUMMARY

Status: Full-time Contract for one (1) year

Salary: \$60,000

Under direction of the Provincial Director, the Provincial Lead is responsible for coordinating and monitoring Initiative-wide capacity building activities to further WHAI goals and mandate. The work of this position supports the Initiative to implement effective capacity building initiatives across Ontario grounded in community development principles.

This role will be a hybrid working model- part of the time working in the office and part of the time working remotely.

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

RESPONSIBILITIES

PROGRAM AND INITIATIVE DEVELOPMENT

- Liaising with the Provincial WHAI team, WHAI Coordinators and relevant sector partners, take a lead role at planning and implementing activities to move WHAI towards their community development goals across Ontario

- Lead the evaluation and monitoring of provincial progress toward WHAI's community development goals, including annual and semi-annual progress reporting
- Facilitate effective communication, information sharing, knowledge exchange and collaboration between WHAI Coordinators, other Priority Population Network (PPN) workers, community stakeholders and local ASO staff teams through written, in person and online communication including social media
- Represent WHAI and WHAI goals at relevant research and provincial strategy initiatives and meetings, linking WHAI work and sharing relevant information with WHAI membership
- Keep informed about and engaged with socio-political factors that impact WHAI work both locally and provincially; utilize this awareness to support and facilitate WHAI capacity building.

COMMUNITY DEVELOPMENT

- Support regional WHAI Coordinators in implementing WHAI work locally through the identification of community assets, needs and opportunities within their community
- Take a lead at supporting regional WHAI Coordinators to build relationships with relevant community stakeholders
- With input from WHAI Coordinators, the PWHAI Director, and community stakeholders, take a lead role at identifying and developing resources that can enhance WHAI activities and be shared provincially
- Facilitate workgroups with WHAI membership and relevant community stakeholders, including women with lived experience, aimed at achieving WHAI provincial goals
- Encourage member participation in WHAI activities
- Coordinate, facilitate and evaluate provincial workgroup(s) of women living with and facing systemic risk for HIV acquisition to give input into WHAI resource development and projects where appropriate

CAPACITY BUILDING

- Identify, develop and implement capacity-building initiatives for WHAI Coordinators including knowledge translation, exchange, and skills development
- Take a lead role in planning, coordinating and implementing WHAI Initiative virtual meetings and webinars in consultation with Director
- In consultation with the Director, take a leadership role at planning and implementing 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 Initiative membership
- 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 the PWHAI team, in monitoring program activities, including tracking data, statistical analysis and evaluation of WHAI work
- Work with the WHAI team to support the management of the WHAI Google drive to ensure accessible, well organized, and up to date information is available for WHAI Coordinators
- Work with PWHAI Team to oversee WHAI website to ensure up to date, relevant information
- Productively challenge oppressive behaviour and dynamics and provide support to others to

- productively challenge oppressive behaviour
- Liaise regularly with other provincial groups related to women and HIV.
- 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.

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 present creatively and comfortably in front of groups and facilitate group work and discussions.

- Lived experience and/or a minimum of 3 years relevant work experience.
 - 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/MEPA and anti-oppression.
 - Familiarity with community development models, theory, and practice.
 - Knowledge and expertise of best practices for adult learning / education approaches, 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 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.
 - Excellent knowledge of Microsoft Office programs (MS Excel, Word, PowerPoint and Outlook), and proficiency with other computer programs for creation of communication tools (I.e. Zoom, online design programs) which integrate a range of adult education and learning styles.
- Demonstrated commitment to the Mission, Vision and guiding principles of ACT and WHAI.

JOIN US!

To apply for this opportunity please send your cover letter and resume to:

careers@actoronto.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 **April 14, 2022 at Noon**

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

WHAI'S COMMITMENT TO EQUITY AND ACCESSIBILITY

WHAI is committed to employment equity and fair and accessible employment practices. WHAI encourages people living with HIV/AIDS, 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. WHAI is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).