



## INTERNAL/EXTERNAL JOB POSTING

### **WOMEN'S COMMUNITY DEVELOPMENT COORDINATOR**

Permanent, Full-Time (37.5 hours per week)

**CLOSING DATE:** Friday September 2, 2022

#### **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 **Women's Community Development Coordinator** to join our team!

## **JOB SUMMARY: Women's Community Development Coordinator**

**Status:** Permanent, Full-Time (37.5hrs per week)

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

The Women's Community Development Coordinator works with local community stakeholders; including agencies, groups and networks that serve cis and trans women living with HIV and facing systemic risk for HIV acquisition. This role is based on a community development framework; focussing on working with stakeholders to facilitate community change through engagement, capacity building, and collective work. This role also works to develop and foster networks and partnerships that collaborate to meet the unique needs of women in Toronto and to improve the quality of life for women living with and at increased risk for HIV. This program works closely with the Provincial Women and HIV/AIDS Initiative (WHAI).

### **COMMUNITY DEVELOPMENT**

- Establishes, facilitates, and maintains collaborative partnership opportunities with local community organizations, groups, and networks that serve cis and trans women living with and at increased risk of HIV.
- Works with community partners to effectively engage in prevention and support to cis and trans women living with and at increased risk for HIV.
- Participates in local community planning initiatives related to women's issues and promote integration of HIV and AIDS into programs, services, and policies/procedures.
- Participates in provincial Women and HIV/AIDS Initiative (WHAI) network meetings, trainings, committees and forums.
- Facilitates the Toronto *Women's Outreach Network* (WON), which brings together local groups that provide HIV prevention and support services to women.
- Provides HIV and AIDS-related referrals to local community organizations and strengthens the relationship between the local HIV sector and other women-serving sectors.
- Establishes and maintains community development opportunities with community organizations working with women who use substances, and supports women connecting with harm reduction supplies and resources within the GTA.

### **COMMUNITY ENGAGEMENT AND TRAINING**

- Engages diverse groups of women living with and at risk for HIV to assess needs and service access barriers to inform community development work.
- Develops, evaluates, and modifies adult education models, frameworks, and workshops to ensure the goals of the program are achieved and the needs of those requesting training are met.
- Accesses up to date local research and culturally competent resources to inform the content of trainings and workshops.
- Delivers educational training and workshop modules to local agencies and groups that serve women, with the aim of increasing their capacity to integrate HIV and AIDS prevention services, reduce HIV stigma, and better serve women living with and facing systemic risk for HIV.

- Develops presentations on a broad range of HIV related issues impacting women, including safer sex, safer drug use, harm reduction, and HIV prevention strategies for those living with HIV (ie. poz prevention).
- Supports organizations to assess their policies and procedures and make changes to better serve women living with and facing systemic risk for HIV.

### **RESOURCE DISTRIBUTION**

- Contributes to the development of women-specific resources in collaboration with the Provincial Initiative (WHAI).
- Maintains and distributes current resource materials and other HIV and risk reduction tools (eg. insertive condoms) to community partners, as available and required.
- Contributes to joint projects with community partners to enhance the response to women's HIV prevention and support needs.

### **PROGRAM DEVELOPMENT, MONITORING AND EVALUATION**

- Provides accurate data to allow complete reports required by the project funder (AIDS Bureau, Ministry of Health & Long-Term Care).
- Supports local and provincial research in areas related to women and HIV.
- Participates in monitoring and program evaluation activities to ensure optimal quality of service delivery to local communities.
- Identifies gaps and challenges in the response to women's HIV prevention and support needs and suggest strategies to address them.
- Develops and facilitates the Coordinated Collective Impact Initiative (CCII) strategy with key stakeholders and community partners. This will include the following:
  - Focus groups, surveys, and interviews with service providers and community members living with and at risk for HIV.
  - Gathering, analysing, and interpreting the qualitative/quantitative data.

### **ADMINISTRATIVE AND GENERAL DUTIES**

- Participate on teams and external committees to communicate information, resolve problems and achieve the goals of the organization.
- Advances the values, principles, and priorities of related provincial strategies, including the *Strategy on HIV and AIDS for African and Caribbean Communities in Ontario* and the *Ontario Aboriginal HIV and AIDS Strategy*, as appropriate.
- 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.
- Performs other tasks, as assigned by management.

### **QUALIFICATIONS**

- Minimum of three (3) years' work experience in health promotion or community development; post-secondary degree or diploma in a relevant discipline.
- Demonstrated knowledge and experience in developing and delivering adult education and training.

- Thorough understanding of HIV, AIDS, safer sex, and harm reduction principles and practices.
- Direct in-depth experience in speaking about cis and trans women's health, gender equity issues, and strength-based approaches.
- Experience working with women and harm reduction is an asset.
- Experience fostering working relationships with key stakeholders who have diverse interests in community development.
- Excellent interpersonal, communication and organizational skills.
- Strong knowledge of and commitment to sexual and reproductive rights.
- Self-directed, willingness to work flexible hours.
- Ability to maintain non-judgmental and approachable manner is required;
- Demonstrated commitment to anti-racism, anti-oppression, sex positivity, and feminist principles.
- Excellent presentation and facilitation skills.
- Excellent written and verbal communication skills.
- Excellent computer skills and knowledge of computer-based learning and on-line materials development. This includes proficiency with Microsoft Outlook and Microsoft Office (including Word, Excel, and PowerPoint).
- Synergy with ACT mission, vision and core values.

### **JOIN US!**

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

[careers@actoronto.org](mailto: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 Friday September 2, 2022**

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

### **ACT'S 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)