



## INTERNAL/EXTERNAL JOB POSTING

### **EDUCATION AND TRAINING RESOURCES COORDINATOR**

(Full-time contract for eight (8) months with the possibility of extension)

#### **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 an **Education and Training Resources Coordinator** to join our team!

## JOB SUMMARY

Status: Contract full time for 37.5 hours per week for eight (8) months

Salary: Category 1- \$51,032-\$ 52, 231

Position within the Bargaining Unit

This position develops and implements ACT's volunteer management and student placement programs as well as the coordination of training and education for staff, volunteers and students. This position also provides support to staff who work with volunteers and students.

## RESPONSIBILITIES

### **Volunteer Management 60%**

- Develops and maintains accurate volunteer position (role) descriptions.
- Develops and implements volunteer recruitment strategies to meet the agency's volunteer needs.
- Interviews, screens, and assesses volunteers to ensure appropriate placement within the agency.
- Ensures that volunteers understand ACT's Mission, Core Commitments/Values, Policies and Procedures, and their volunteer position description(s).
- Provides ongoing positive experiences for volunteers.
- Ensures that volunteer concerns are forwarded to the appropriate person(s) within ACT as per ACT Volunteer Policies and Procedures.
- Communicates regularly with volunteers that are currently not placed in a volunteer role.
- Assists ACT staff with recruitment, orientation, training, evaluation, and discipline (including dismissal) of volunteers.
- Recommends volunteer policy and procedure changes to ACT management.
- Represents ACT's volunteer program both within and outside the agency (e.g., to individuals, agencies, and communities).
- Liaises with staff to determine requirements for volunteer-related activities.
- Ensures that the specific volunteer recruitment needs within ACT's Fund Development Department are met and provides relevant volunteer orientation to ACT.
- Coordinates the development and delivery of ACT's Volunteer 101 Core Skills Training for new volunteers that will be working in program and service delivery. As well, develop a 201 advanced training for volunteers.
- Liaises with staff to ensure the delivery and evaluation of program-specific volunteer training.
- Coordinates educational/development opportunities for volunteers (including "in- service" training opportunities).
- Provides ongoing communication with ACT volunteers, via emails and through other communication channels.
- Develops and implements a volunteer retention strategy as well as strategies for integrating volunteers throughout the agency.
- Coordinates volunteer recognition activities, including National Volunteer Week activities, the annual Volunteer Appreciation Party and recognition of volunteer "years of service" awards at ACT's Annual General Meeting.
- Chairs the internal Volunteer Management Committee comprised of staff from across the agency that work with volunteers.
- Evaluates volunteer programs to ensure effectiveness and efficiency.

### **Staff Training and Education 33%**

- Coordinates the development and delivery of ACT's Staff trainings for all new staff and students.
- Participates as an active member of ACT's LEAD Committee (Leadership, Education and Development).
- Liaises with Programs and Service Managers, and the Human Resources Manager to deliver appropriate training and educational opportunities for all staff and students.
- Provides up to date training and development opportunities in the community through a monthly calendar of upcoming training opportunities for staff.
- Recruits and engages with community trainers to assist ACT in its training and education sessions with volunteers, staff, and students.

### **Student Placement Recruitment and Placement 5%**

- Oversees recruitment, screening, and placement of agency interns (including Fund Development, Operations, and Programs and Services).
- Liaises with ACT managers and academic institutions for student placements and fulfills the bridging information and academic requirements for student placements.
- Works in partnership with managers, staff preceptors, and student placements to train and make the student placement a successful experience at ACT.
- Fulfills administrative duties related to any requirements ACT is responsible for signing off, confidentiality agreements etc.

### **Administration & General Duties: 2%**

- Develops, with management, an annual program workplan and budget.
- Gathers statistical information on volunteer, professional development needs of staff, and student activities within agency.
- Prepares statistical and other program reports.
- Maintains accurate volunteer records and updates databases as necessary.
- Participates on internal teams and external committees to communicate information, resolve problems, and achieve the goals of the organization.
- Performs other tasks as assigned by management.

### **QUALIFICATIONS**

- Volunteer Management certificate from a recognized college or university, or equivalent.
- Minimum of 3 years of dedicated volunteer coordination experience.
- Demonstrated success in developing a diverse volunteer base.
- Experience coordinating staff trainings is an asset
- Working knowledge of volunteer database software.
- Good understanding of the issues related to HIV/AIDS, sexual health, and harm reduction.
- Fully proficient with Microsoft software, databases, and internet-based research.
- Strong organizational and planning skills.
- Ability to work independently, be self-directed and function effectively in a team environment.

- Excellent written and oral communication skills along with good presentation and training skills.
- Previous experience or training in group facilitation.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, effectiveness in working in a collaborative environment, commitment to anti-racism anti oppression principles, practices and confidence in decision-making and relationship building.

## 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 **April 30, 2022**

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

***\*To ensure the health and safety of our employees against COVID-19, ACT has implemented a mandatory vaccination policy. Successful candidates must submit proof of their vaccination status on their first day of employment. ACT will provide accommodation for valid medical reasons pursuant to the Ontario Human Rights Code. \****

## 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)