

JOB POSTING

Position Title: Peer Coordinator – Part-time positions

Date: March 12, 2019

Organizational Overview

The Toronto HIV/AIDS Network (THN) facilitates HIV/AIDS planning, collaboration, engagement and innovation to improve access to programs and services for people from diverse communities living with and most affected by HIV/AIDS.

Position Summary

The THN is seeking two part-time Peer Coordinators to support organizational priorities and activities. Both positions are 14 hours/week (0.35 full-time equivalency) and require some flexibility for occasional evening or weekend meetings. Specific schedules will be set in discussion with the THN Director. For this position “Peer” refers to people living with HIV/AIDS (PHAs) as the positions will be engaged in issues, trainings and events directly affecting PHAs and their duties and contribution to the work will be informed by personal lived experience.

Accountability

The THN Coordinators report to the THN Director and work within the operational structures of being a Trustee organization with the Toronto People With AIDS Foundation.

Key Responsibilities

As a member of the THN staff team, specific tasks and roles will be identified with the THN Director and will include contributing to:

- Information Exchange:
 - Gathering, compiling and distributing regular THN Updates via MailChimp to THN’s extended network.
 - Managing and updating the THN website content as required.
 - Coordinating bi-annual Members’ meetings for information exchange.
- Program Activities:
 - Supporting and coordinating annual priorities and program activities, primarily through Working Group and Toronto to Zero initiative structures;
 - Providing logistic and communication support for relevant meetings, activities and event.
- Volunteer HIV Core Training Program:
 - With support of the Program Advisory Committee (PAC), managing the overall program including creation of an annual schedule, program evaluation and documentation;
 - Coordinating logistics and hosting for individual training sessions.

- Opening Doors Toronto conference:
 - Coordination of event planning and logistics;
 - Outreach and promotion to PHAs, healthcare provider and community participants;
 - Compilation of evaluation results and preparation of required reporting.

Qualifications

- Lived experience with HIV/AIDS.
- Familiarity of the complexity of issues relating to HIV/AIDS.
- Diploma or Degree in Social work, Health Services and/or related fields or equivalent experience.
- OAN Leadership and/or other relevant PHA capacity building training an asset.
- At least two (2) years of experience in non-profit project coordination
- Proven organizational, time management and administrative skills.
- Demonstrated attention to details.
- Strong communication and writing skills.
- Demonstrated experience with and sensitivity to diverse communities.
- Excellent computer literacy including the capacity for basic graphic and web content management.
- Experience volunteering or working with HIV-related programs or other community-based organizations is preferred.

THN and our trustee, the Toronto People With AIDS Foundation is committed to employment practices that are equitable and inclusive.

Deadline for submissions is 9am, Monday, April 1st, 2019.

Resumes may be submitted in confidence to:

Murray Jose-Boerbridge, THN Director

Email: murray@torontohivaidnetwork.org

Mail: THN - Attention, Murray Jose-Boerbridge
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