



**JOB DESCRIPTION: POWER (Positive Women's Empowerment & Resilience)
Project Coordinator**

Hours of Work: .60FTE

Rate of Pay: \$31,120

Job classification: Permanent, Part- time, Bargaining Unit, CUPE Local 7797

Internal Posting Deadline: January 20, 2023

Description:

POWER is a leadership and empowerment project created by and for positive women. The position will work with the partner agencies ([BlackCAP](#), [TPWA](#), [ACT](#), [The Teresa Group](#)) to coordinate [programming for women living with HIV](#)

Program and Meeting Facilitation and Coordination

- Organize and co-facilitate 5 trainings per year on topics selected by the Advisory Committee, to enhance leadership skills and/or job readiness in service provision
- Organize and co-facilitate the bi-monthly Coordinator's Committee meeting with agency coordinators, and designated manager
- Organize and co-facilitate the Women's Advisory Group meetings with designated agency coordinator, and manager
- Organize and co-chair a Self-Advocacy Initiative for Women advisory group, with designated agency coordinator, and manager
- Assists in coordinating 2 annual forums
- Assist in procuring eventual dedicated program space for women living with HIV

Outreach and Community Development

- Foster working relationships with member agencies, staff, volunteers, and key community partners
- Complete outreach activities to relevant communities and partners to help promote the group's programming and activities

Administration



- Coordinating and chairing POWER meetings with Coordinators, Managers, and Executive Directors, when needed
- Preparing meeting minutes, and reports for the group
- With direction from management, develop and implement, an annual work plan and distribution of funds in applicable budgets
- In collaboration with Management develop tools to evaluate project outcomes
- Gathers statistical information for program activity

Requirements

- Knowledge of issues affecting women living with HIV in Ontario
- Previous experience organizing and facilitating meetings
- Previous experience with creating administrative documents, such as meeting minutes
- Experience planning, coordinating, and promoting events. On various meeting and social media platforms
- Strong communication skills
- Demonstrate effectiveness in working in a collaborative environment
- Ability to set and maintain appropriate boundaries,
- Ability to use discretion, judgment, and tact in handling sensitive or confidential information or situations.

This peer-based position has been designated for a woman living with HIV from ACB, Indigenous and racialized communities.. Applicants are encouraged to disclose their membership in any of the above groups. All applications are confidential and will only be viewed by the hiring committee.

DEADLINE for APPLICATIONS: March 17th, 2023

Please email your resume and cover letter to Claudia Medina at claudia@pasan.org