



JOB POSTING

OPA+ Coordinator

Type of Contract: 3 months, consultant contract **Deadline:** April 9th, 2023 (11:59 p.m.)
Virtual Interview dates: The week of April 10-15 **Fee:** \$2,000

We are looking for a passionate person to act as a secretariat and project coordinator of OPA+ (Ontario Positive Asians), an independent network for and by Asians living with HIV across Ontario. The coordinator will organize educational and social events that help support and ameliorate the holistic health and well-being of Asian people living with HIV/AIDs (APHA) within a culturally-safe space

Responsibilities

- Work in collaboration with the OPA+ steering committee to plan, organize and evaluate 4 educational sessions and 2 social events for APHAs.
- Outreach and promote the educational sessions and social events to target community members.
- Record project statistics and data for evaluation.
- Act as an OPA+ secretariat including organizing a steering committee meeting.
- Prepare a final report for the sponsor, funder.

Qualifications

- Lived experience as a person living with HIV in the Asian Canadian communities.
- Thorough understanding of AIDS stigma and discrimination, LGBTTIQ issues, healthy sexuality, mental health, and harm reduction principles and practices.
- Experience in organizing educational sessions and social events for small group of participants.
- Basic skill in project management, community development, and volunteer management
- Excellent interpersonal, communication and organizational skills.
- Self-directed, willingness to work flexible hours.
- Demonstrated commitment to anti-homophobia, anti-oppression, and healthy sexuality principles.
- Ability to work as part of a team and independently and under time pressure.

Please send a short cover letter, and a resume with 1 reference by email to: Hiring Committee,
Subject: OPA+ Coordinator, Email: officeadmin@acas.org.

We regret to inform you that we will only contact candidates selected for interviews.

For more information about OPA+: <https://opaplus.wixsite.com/opaplus>