**The AIDS Committee of Durham Region (ACDR)**

**is looking for a confident, outgoing & organized 2 spirited, Gay, Bi-sexual or Pan-Sexual cis or trans man &/or non-binary person to coordinate the Provincial Gay Men’s Health (GMSH) Alliance Strategy and develop and deliver HIV prevention education, interventions, campaigns & programs in Durham Region**

**Job Description**

**MSM Outreach Coordinator**

**Job Title:** MSM Outreach Coordinator **Department**: Education

**Supervisor:** Manager, Education & Outreach Services **Salary:** $41,400 -$42,400

**Working conditions:** This is a full-time position with benefits, a terrific vacation package, flex hours and professional development opportunities; subject to a 3-month probationary period and annual performance appraisals. The successful candidate must be flexible to work occasional evenings and weekends, and must be able to work in a variety of settings.

**Purpose:** Under the direction of the Manager, Education& Outreach Services, the MSM Outreach Coordinator develops, coordinates, evaluates and implements HIV/AIDS education and Poz Prevention targeted to diverse communities of 2 Spirit, Gay, Bi-sexual and MSM (Men who have Sex with Men) within the Region of Durham.

The successful candidate will lead and coordinate the delivery of MSM Education/Prevention programs and coordinate the activities of all MSM education/prevention volunteers. The successful candidate will also develop, recommend and implement a work-plan and a budget for the delivery of the MSM Outreach Program, monitoring progress throughout the year and taking corrective action. Is an active Member of the Staff & Education teams involved in the prevention and testing campaign development and strategic direction of ACDR.

The incumbent is expected to maintain and upgrade multiple MSM websites, a YouTube channel and use social media effectively. An active member of the Gay Men’s Sexual Health Alliance the incumbent is expected to represent ACDR and Durham Region at provincial level meetings and in creation of and promotion of Alliance campaigns.

A large part of this role is community development, working with all members of the LGBTTQQI2 and other community partners and there is an expectation that MSM Outreach Worker has strong understanding of social justice and equality issues.

**Responsibilities**

*Specific duties and responsibilities include, but are not limited to the following and may be subject to change:*

**1. Community Development**

A. Develops strategic partnership opportunities with agencies, groups, clubs and businesses in order to promote the health of gay, bi and other men who have sex with men.

B. Stewards relationships with existing outreach venue partners and community businesses and agencies.

C. Actively participates in the Gay Men’s Sexual Health Alliance (GMSH) and other relevant networks and coalitions serving gay, bi and other men who have sex with men.

D. Identifies and responds to emerging community issues in HIV prevention through the development of innovative outreach education, health promotion and community development programs.

E. Liaises with representatives of other related agencies to communicate information, resolve problems and develop partnership opportunities for outreach.

F. Provides ACDR resource materials and Program development experience to other agencies.

G. Liaises with representatives of diverse ethno-cultural communities, AIDS service organizations and other social service agencies providing HIV prevention/health promotion education to coordinate efforts, improve understanding of current issues and reduce the spread of HIV.

H. Develops and delivers workshops, training, education opportunities and networking events.

I. Works with the entire LGBTTQQI2 population to build community and capacity surrounding social justice and equality issues in Durham Region.

**2. Program Development:**

A. Develops new outreach initiatives to address emerging needs/trends.

B. Identifies emerging issues in HIV prevention/sexual health education.

C. Contributes to and/or leads prevention/education campaigns and resource development including dissemination.

D. Collaborates with the Education Department team workers to coordinate the planning, development, implementation and evaluation of joint programming.

E. Evaluates programs to ensure effectiveness and efficiency.

**3. Outreach Co-ordination and Volunteer Management**

A. Delivers HIV prevention and sexual health information and referral services in bars, public cruising areas, online and other venues.

B. Monitors statistical information on outreach contacts to identify current issues and ensure volunteers have outreach materials that meet client needs.

C. Develops, recommends and implements workshops in a variety of venues and workshops for in-service training.

D. Coordinates in-house production of condom-lube packs and other safer sex kits.

E. Coordinates the maintenance of and proper stocking of community safer sex/information distribution sites.

F. Coordinates and maintains program websites, social media pages and online outreach activities.

G. Liaises with managers of bars and other venues to identify outreach spaces.

H. Supervises volunteers, providing support skills development, motivation and performance evaluations. Schedules and assigns volunteers to Outreach activities, designs and implements volunteer training programs as well as, identifies the number of volunteers needed and develops a recruitment plan with ACDR Volunteer Coordinator.

I. Creates communications to ensure volunteers have the information and resources to provide information and referral services.

**4. Administration & General Duties**

A. Responds appropriately to inquiries, and also provides information and resources as required.

B. Participates on teams and external committees to communicate information, resolve problems and achieve the goals of the organization.

C. Liaise with Education Department team to develop and implement promotional campaigns including condom inserts, providing written submissions to agency communication vehicles including ED/Board reports and newsletters.

D. In addition to compliance with all organizational policies and procedures, the MSM Outreach worker 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.

E. Creating budget and work plans for the program

F. Supervising student interns in the program. Providing work projects and giving direction and feedback on work performed. Is responsible for providing performance evaluations.

**Qualifications**

* Post-secondary education in adult education, health promotion or related discipline or equivalent work experience.
* Ideally one-year or more experience in the field of education/prevention.
* Strong knowledge of health promotion and community development philosophies and strategies.
* Strong verbal and written communication skills.
* Familiarity with Microsoft Office Suite programs and desktop publishing software.
* Proven understanding and/or experience using web site management and social media.
* Demonstrated experience in public speaking.
* Knowledge of community services
* Ideally one or more years’ experience working in the AIDS Service field and/or comprehensive knowledge of HIV/AIDS
* Demonstrated ability to work collaboratively with staff, volunteers, board and diverse stakeholders.
* Experience supervising volunteers
* Experience with OCASE an asset.
* Lived experience of HIV is an asset.

**Skills**

* Strong group facilitation skills.
* Self-directed and able to take initiative.
* Proven organizational skills.
* Ability to work as a team member.
* Comfortable working with people of all backgrounds.
* Excellent understanding of HIV/AIDS.
* Excellent understanding of issues and concerns of the LGBTTQQI2 community.
* Knowledge issues facing and services of the Durham region an asset.
* Sensitive to the issues of people living with HIV/AIDS.
* An ability to talk frankly and clearly in vernacular language about the sexual practices of men who have sex with other men.
* Must have a valid drivers’ license and have reliable access to a vehicle
* Must be willing to secure $2,000,000 liability car insurance
* Must be flexible to work evenings and weekends
* Must be able to work in a variety of settings

A competitive salary and excellent benefit package is offered.

Tell us more about your suitability for this role along by submitting your **resume** and **cover letter** by Friday, June 16, 2023 @ 5:00 p.m. to Adrian Betts, Executive Director via e-mail at [jobs@aidsdurham.com](mailto:jobs@aidsdurham.com) .

Please indicate in the cover line: Application for MSM Outreach Coordinator

No phone calls please.

2 Spirited, Gay, Bi-sexual or Pan-Sexual cis & trans men of colour are particularly encouraged to apply; although all resumes are welcome.

In accordance with GIPA & MIPA principles, (yes you should Google those), qualified people living with HIV & AIDS and qualified people from the priority populations we serve are strongly encouraged to apply. Lived experience has tremendous value.

ACDR uses harm reduction, anti-racism, anti-oppression, sex positive and strengths-based frameworks and approaches in our work.