



## JOB POSTING

**Position Title:** Peer Coordinator – Part-time position

**Date:** November 13, 2023

---

### **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.

Ongoing planning and priorities are situated within the context of the Ontario HIV Prevention, Engagement and Care Cascade, applied against local needs including Toronto's epidemiology, priority populations, and social determinants of health.

THN recognizes and continually strives, at every level of the organization, to learn, unlearn and lead critical and ongoing work towards achieving health equity, dismantling anti-Indigenous, anti-Black and other forms of racism and oppression. This work includes eliminating barriers to health such as poverty, mental health, substance use, homophobia and other socially determined circumstances.

### **Position Summary**

The THN is seeking a part-time Peer Coordinator to support organizational priorities and activities. The position is 14 hours/week (0.35 full-time equivalency) and may 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 Peer Coordinator reports to the THN Director and works within the operational structures of THN as a sponsored organization with the Toronto People With AIDS Foundation (PWA).

### **Key Responsibilities**

As a member of the small THN staff team, specific tasks, roles, and coverage will be identified with the THN Director and be adjusted from time to time to meet organizational needs most effectively.

Key roles for this position are expected to include:

- Volunteer HIV Core Training Program (VTP):
  - Managing the overall program including creation of an annual schedule, program evaluation and documentation.
  - Coordinating logistics and hosting for individual training sessions (virtual and in-person).

- Health equity work dismantling Anti-Indigenous, anti-Black and other forms of racism and oppression:
  - Providing coordination support as well as exemplifying the learning and leading required in ongoing THN and sector work.
- Program Activities:
  - Supporting and coordinating annual priorities and program activities, as needed, primarily through Working Group structures.
  - Providing logistic and communication support for relevant meetings, activities, and events.

Additionally, support roles for this position are likely to include:

- Information Exchange:
  - Backup support for developing and distributing THN Updates, other relevant communications to THN's extended network and maintenance of the THN website.
- THN Joint Trainings:
  - As required, supporting work with THN partner organizations to coordinate, promote and host relevant trainings for THN membership.

### **Qualifications**

- Lived experience with HIV/AIDS.
- Familiarity of the complexity of issues relating to HIV/AIDS.
- Strong understanding and knowledge of anti-Indigenous, anti-Black, and other racism against racialized people, anti-oppression and intersectionality, harm reduction, sex positivity, trauma informed care as well as the greater and meaningful involvement of people living with HIV/AIDS (GIPA/MEPA).
- At least two (2) years of non-profit project coordination or equivalent experience.
- Diploma or Degree in Social work, Health Services and/or related fields or equivalent experience an asset.
- OAN Leadership and/or other relevant PHA capacity building training an asset.
- Proven organizational, time management and administrative skills.
- Demonstrated attention to details.
- Strong communication and writing skills.
- Excellent computer literacy with Microsoft products required and capacity for basic graphic and web content management a strong asset.
- Experience volunteering or working with HIV-related programs or other community-based organizations is preferred.

***THN and our host agency, the Toronto People With AIDS Foundation are committed to employment practices that are equitable and inclusive.***

**Deadline for submissions is 5pm, Friday, December 1<sup>st</sup> 2023.**

Resumes may be submitted in confidence to:

**Murray Jose-Boerbridge, THN Director**

**Email: [murray@torontohivaidnetwork.org](mailto:murray@torontohivaidnetwork.org)**