



GAY MEN'S COMMUNITY EDUCATION COORDINATOR

Posting Date: Monday, November 8, 2010
Closing Date: Friday, November 26, 2010 at 5:00pm
Status: Permanent Full-Time (37.5 hours per week)
Bargaining Unit, Category 2 (Salary Range: \$39,890 to \$40,951)

Job Description

This position develops and implements HIV prevention, health promotion, and community development initiatives targeting gay and bisexual men. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

Community Development

- Researches innovative strategies that promote the health and wellness of diverse communities of gay and bisexual men both living with, and at risk of HIV.
- Identifies and develops partnership opportunities with community agencies, groups, clubs and businesses in order to promote the health and wellness of gay and bisexual men.
- Identifies and responds to emerging community issues in HIV prevention and sexual health through the development of innovative education, health promotion, and community development programs.
- Investigates and implements mechanisms that allow for the continual assessment and evaluation of program activities.
- Responds to inquiries regarding gay men's health education, providing consultation services to other AIDS/social service organizations.
- Actively participates in the M2Men Network and other relevant networks and coalitions serving gay and bisexual men.
- Responds to and writes media articles related to gay men's sexual health.
- Provides conference presentations and represents ACT at local, provincial and national forums.

Program Development

- Develops and implements program workplans, goals and objectives in conjunction with the Gay Men's Outreach Co-ordinator.
- Identifies emerging issues in HIV prevention/sexual health promotion for gay and bisexual men through researching articles, books and journals.
- Conducts needs assessments through the co-ordination and implementation of focus groups, surveys and interviews.
- Synthesizes needs assessment results, makes program recommendations and develops new programs that improve the sexual health of gay and bisexual men.
- Develops implements and evaluates ongoing sexual health discussion groups for gay and bisexual men.
- Works with the Gay Men's Outreach Co-ordinator to co-ordinate the planning, development, distribution, and evaluation of educational and outreach campaign materials, including campaign concepts, text writing, liaising with graphic designers and the launch of materials.
- Coordinates ACT's participation in the annual Pride Parade.
- Evaluates programs to ensure effectiveness and efficiency.

Training

- Conducts needs assessments of training/workshop requests.
- Co-ordinates and refers training/workshop requests, using internal and external resources.
- Develops and delivers training and workshop modules to meet the needs of groups serving gay and bisexual men, and men who have sex with men.
- Delivers HIV/AIDS and sexual health training sessions and workshops to individuals and service providers in health, education and social service agencies serving men who have sex with men and other organizations and businesses as required.
- Evaluates, modifies and develops training and workshop sessions to ensure the goals of the organization are achieved and the needs of those requesting training/workshops are met.

Administration and General Duties

- Writes periodic reports to funding bodies, files a variety of documents, responds to inquiries, giving out information, maintains monthly statistics, prepare monthly ED and Team Reports.
- Participates on teams and committees to enhance community development, communicate information, resolve problems and achieve the goals of the organization.
- In addition to compliance with all organizational policies and procedures, the incumbent 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.

Qualifications

- Post secondary education relevant to the position and/or at least one (1) year practical or related experience (i.e. health promotion, adult education or community development).
- Demonstrated in-depth understanding of HIV/AIDS, sexual health and related issues.
- Demonstrated ability to analyze social and political issues related to HIV/AIDS, sexual health and sexual identity.
- Demonstrated understanding of the communities of men who have sex with men
- Experience with program planning and project management, preferably with direct experience (work or volunteer) within the gay community.
- Sensitive to issues of diversity.
- Proven ability to develop and strengthen community partnerships.
- Excellent communications skills (verbal, written, and visual).
- Experience fostering working relationships with key stakeholders who have diverse interests in project participation.
- Understanding of volunteer management.
- Demonstrated ability with resource development.

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers

AIDS Committee of Toronto

399 Church Street, 4th Floor

Toronto, ON M5B 2J6

Email: careers@actontario.org

Facsimile: 416.340.8224

Please no phone calls. Please visit our website for more information: www.actoronto.org

We thank all candidates for their interest in the work of ACT; however, please note that only short-listed applicants will be contacted directly.

The AIDS Committee of Toronto is committed to employment equity and encourages people living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds to apply and self-identify.