



COORDINATOR, HIV ENDGAME PROGRAM

REPORTS TO:	Director, Collect Impact
STATUS:	Full-Time Contract – 18 months (35 hours/week)
HIRING RANGE	\$53,000 – \$57,000
LOCATION:	1300 Yonge Street, Toronto, ON

JOB SUMMARY

The Coordinator, HIV Endgame Program, under the direction of the Director, Collective Impact, plays a key role in supporting the OHTN's HIV Endgame Funding Program. The coordinator will be the first point of contact for all inquiries, will organize and coordinate various activities, and work closely with staff and other stakeholders to meet the objectives of the program. The Coordinator will be responsible for planning, coordinating and monitoring all aspects of the HIV Endgame Funding Program including logistics for launching new grant initiatives, tracking progress and reporting on grants, and managing external communications and functions of committees.

The role requires a confident and multi-skilled individual with broad knowledge of grants management, contracts and compliance, and a highly developed customer service orientation. The successful candidate will be committed to our goals of making new HIV infections rare, improving the health and well-being of people living with and at-risk of HIV, and enhancing the overall health and well-being of populations most affected by HIV.

JOB RESPONSIBILITIES

Grant Program Delivery and Administration

- Coordinate the development and publication of new grant application guidelines, and routinely review and amend existing grant application guidelines and reporting templates to ensure accuracy, clarity and transparency.
- Manage, and monitor the online grant management system to optimize its capacity to support the application, review and reporting processes associated with the HIV Endgame Funding Program.
- Coordinate all aspects of the review meetings, including assignment of applications for review, monitoring progress of the online review, preparing documentation for the review meeting, and other activities required to support the review process.
- Conduct administrative review of all applications in-keeping with application guidelines and other policies, and follow up with applicants for necessary information.
- Review progress, financial and other reports to assess for compliance with funding agreements and deliverables.
- Create and maintain user-friendly instructions to support applicants and reviewers in using the OHTN application system and review platform.
- Schedule meetings and events based on schedules and attendees' availability; coordinate logistics, and create and circulate agenda and materials. Record, transcribe and distribute minutes of associated OHTN Board Committees, and wherever applicable follow up on action items.

Liaison

- Act as single point of contact for all inquiries from external stakeholders (grant applicants and those holding grants) and provide consultation pertaining to grant applications, review requirements and reporting.
- Reach out to grant holders and provide reminders of reporting in advance of deadlines.

- Provide support and guidance for reviewers to enable timely submissions and participation in meetings.
- Create and deliver information sessions pertaining to new grant offerings.
- Participate in OHTN working group meetings, and attend external meeting as required.

Reporting and Communication:

- Manage and ensure timely collection of grant reporting requirements, monitor their completion, follow up as needed, and maintain and update records, in accordance with program’s agreements and policies.
- Support the development of briefing notes, data summaries and presentation materials for Board and Board Committee meetings and deliver presentations as requested.
- Coordinate and complete all reporting activities required for government accountability.
- Maintain a high level of understanding of all OHTN HIV Endgame Funding Program-related policies and guidelines.

Attend to other duties as required

ABOUT YOU

- Post-secondary degree (or equivalent education and experience) in a relevant field.
- At least three years of demonstrated relevant experience in project coordination and/or administrative support in an academic or health sector.
- Experience working with grant management systems and strong project management skills.
- Strong communications skills and ability to adjust communications for various audiences.
- Proficiency in Microsoft Office Suite, and experience with grant management systems.
- Understanding health issues specific to populations most affected by HIV.
- Previous work or volunteering experience in HIV or health sector preferred.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohntn.on.ca

- Please use “**COORDINATOR, HIV ENDGAME PROGRAM**” as the subject line.
- Your cover letter and resume should be attached as a single PDF/Word file and named “*Full Name – COORDINATOR, HIV Endgame Funding Program*”.

APPLICATION DEADLINE: January 27th, 2023

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical and other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.