



## LEAD, COLLECTIVE IMPACT

**REPORTS TO:** Senior Lead, HIV Testing and Clinical Care  
**STATUS:** Permanent, Full-time (35 hours/week)  
**HIRING RANGE:** \$61,625 – \$72,500  
**LOCATION:** 1300 Yonge Street, Toronto, ON

### JOB SUMMARY

The Lead, Collective Impact under the direction of the Senior Lead, HIV Testing and Clinical Care, plays a key role in leading activities that will contribute to reducing HIV diagnosis, and improving care, health, outcomes and quality of life of people living with HIV in Ontario.

The Lead, Collective Impact will lead the implementation of new initiatives; provide organizational and administrative support to partners; and engage communities affected by and at risk of HIV across several provincial projects. Responsibilities will include coordination and implementation of incubator projects to test new initiatives in HIV testing and status neutral linkage to care; communications strategies to increase HIV testing and PrEP uptake among priority populations; community engagement activities; and provision of ongoing support to working groups and committees.

### JOB RESPONSIBILITIES

**The Lead, Collective Impact is responsible for advancing Collective Impact Incubator projects, more specifically:**

- Lead the development and implementation of HIV testing projects, and roll out of PrEP initiatives.
- Work closely with Senior Lead, Evidence Integration; and Senior Lead, HIV testing and Clinical Care Initiatives to identify emerging issues and/or other evidence/data to inform the development and evaluation of incubator projects.
- Lead activities related to onboarding sites into incubator projects, including but not limited to, readiness assessments, training sessions, and collecting feedback on training sessions to inform future improvement.
- Coordinate regular stakeholder meetings to ensure projects are progressing, barriers are identified and addressed, and sites are supported in their activities.
- Draft, finalize, maintain, and update implementation toolkits, project reports, and user guides as final deliverables of all projects.

#### **Project implementation and evaluation**

- Support the development of project funding proposals, including logic models, proposed timelines, protocols, and ethics applications, as required.
- Lead evaluation activities that monitor implementation, scale-up, of HIV testing, and Clinical Care projects.
- Coordinate and facilitate meetings with stakeholders including managing logistics, developing and circulating meeting agendas and materials, and recording, transcribing, and distributing meeting minutes; and following up on action items.

#### **Communications and Knowledge Sharing**

- Maintain and manage the HIV testing websites, including engaging new followers, and supporting social media campaigns
- Organize community consultation activities that create opportunities for communities affected by HIV to

stay informed and provide input on OHTN projects and affiliated programs

- Draft summaries and other content for the OHTN's newsletter, websites and media as required.
- Work with the Communications team to produce resources that include the most up-to-date guidelines and best practices for stakeholders, and knowledge transfer products among providers and people at risk of HIV to improve understanding of various projects.
- Respond to requests for information from external stakeholders on relevant Collective Impact projects, including providing additional information and resources, and connecting with partners where appropriate.

#### **Reporting responsibilities**

- Report on progress in meeting program plan objectives and milestones

#### **Attend to other duties as required**

### **ABOUT YOU**

- Master's degree (or equivalent education and experience) in a relevant field such as health sciences, public health, health policy or any relevant field
- At least three years of demonstrated relevant experience in project management and implementation
- General knowledge of HIV or health sector
- Strong problem-solving and organizational skills with the ability to manage multiple projects
- Experience working with researchers, clinicians, community, policy and system leaders to achieve shared goals
- Strong team player with demonstrated strong written and oral communications skills, and ability to adjust communications for various audiences
- HIV/AIDS experience/knowledge, including research, policy, social, psychological and clinical issues
- Proficiency in Microsoft Office Suite, and experience with Wordpress, Canva and Adobe Creative Suite experience is an asset

### **HOW TO APPLY**

If you are interested in this position, please submit your application via e-mail to [careers@ohntn.on.ca](mailto:careers@ohntn.on.ca)

Please use "LEAD, COLLECTIVE IMPACT" as the subject line.

Your cover letter and resume should be attached as a single PDF/Word file and named "Full Name – LEAD, Collective Impact".

**APPLICATION DEADLINE: January 27<sup>th</sup>, 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.*