



Summer Student Opportunities (2 positions)

LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of Ontario’s HIV Action Plan to 2030.

ABOUT THE PROGRAM

The Ontario HIV Treatment Network (OHTN) is seeking two motivated post-secondary students to join our Summer Student Program. OHTN is committed to providing meaningful and practical work experience that supports career development while contributing to work that improves the health and lives of people living with and at risk of HIV.

These opportunities are within the Communications team and will support key digital and communications initiatives across the organization. The two positions will focus on distinct but related areas: AI-related communications projects and website consolidation.

AREAS OF FOCUS

This posting is intended to fill two Summer Student roles within the Communications team. While both positions will contribute to digital communications initiatives, each role will have a distinct area of focus.

AI Projects Stream

This role will support the Communications team in advancing AI-related initiatives and enhancing digital content across the organization’s website and communications work. Responsibilities may include supporting content development, exploring AI tools to improve user experience and workflow efficiency, organizing information and digital assets, and collaborating with team members to implement innovative communications solutions. Work will include:

1. Public and sector facing agent initiatives to reduce friction and connect Ontarians to services in real time
2. Optimizing OHTN digital properties for AI search and building ranking authority with AI engines
3. Ensuring clinical accuracy and data governance processes are properly implemented and tested

Website Consolidation Stream

This role will support the Communications team in consolidating and streamlining website content to improve clarity, accessibility, and user experience. Responsibilities may include reviewing existing pages, organizing content, supporting updates and migrations, and promoting consistency in messaging, branding, structure, and overall user experience across the website. The objective of this work is to

ensure the development of a comprehensive and digitally authoritative ecosystem of HIV-related knowledge distributed across OHTN web properties. This builds on the brand equity built by the KnowHIV campaign to create a unified front door for HIV knowledge in the province.

WHAT YOU BRING

- Currently enrolled in a post-secondary diploma or degree program in communications, digital media, information management, data systems, marketing, public relations, or a related field
- Returning to school after the completion of the summer work term
- Available to work full-time for up to 16 weeks
- Strong written and verbal communication skills
- Strong attention to detail and organizational skills
- Interest in digital communications, website content, and emerging AI tools
- Familiarity with websites, content management systems, and user experience principles is an asset
- Basic understanding of search engine optimization principles is an asset
- Able to work independently and collaboratively in a team environment
- Adaptable, proactive, and able to manage multiple priorities in a fast-paced setting

GENERAL REQUIREMENTS

- Well-developed interpersonal and relationship-building skills
- Ability to establish rapport and communicate effectively with staff, partners, and stakeholders
- Strong planning, organization, and prioritization skills
- Sound judgment, initiative, and problem-solving ability
- Proficiency in Microsoft Office, particularly Excel, PowerPoint, and Outlook, as well as Canva
- Experience with WordPress and willingness to learn other CMS platforms as needed; familiarity with HTML and CSS
- Research, analytical, and presentation skills
- Demonstrated sensitivity to diverse cultures and ability to engage with newcomer communities
- French language proficiency is an asset
- Willingness to perform other duties as assigned

ELEGIBILITY REQUIREMENTS

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or legally entitled to work in Canada
- Have a valid Social Insurance Number at the start of employment

POSITION DETAILS

- Number of positions: 2
- Salary: \$27.00 per hour
- Hours of work: 35 hours per week
- Duration: Up to 16 weeks
- This is not a co-op placement
- Employee Group: Exempt

HOW TO APPLY

If you are interested, please submit your application via e-mail to careers@ohtn.on.ca

Please:

- Use the subject line: **“Summer Student 2026 – AI Projects”** or **“Summer Student 2026 – Website Consolidation”** (please indicate your preferred stream)
- Attach your resume as a single PDF titled **“Full Name – Summer Student”**
- Include responses to the following questions in the body of your email:
 - Why are you interested in this summer student opportunity with the OHTN?
 - What specific skills or experiences do you have that make you well-suited for your selected stream (AI Projects or Website Consolidation)? Please provide brief examples.

APPLICATION DEADLINE: WEDNESDAY, APRIL 29TH, 2026

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.

AI Disclosure: We do not use artificial intelligence (AI) tools to screen, assess, or select applicants in our recruitment process.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.