



LEAD II, EDUCATION AND CAPACITY BUILDING

REPORTS TO:	Director, Communications, Capacity Building and KTE
STATUS:	Permanent, Full-time
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
SALARY RANGE:	Grade 4 - \$79,567.50 - \$97,857.99 annually (FTE)
VACANCY TYPE:	Existing Position
EMPLOYEE GROUP:	OPSEU Local 5120

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 the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

This position reports to the Director, Communications, Capacity Building & KTE and is responsible for leading the development, implementation and delivery of evidence-based knowledge transfer educational programs and resources designed to serve the needs of Ontario-based HIV service providers. Emphasis will be on the development, delivery and promotion of virtual and digital education strategies (e.g., eLearning, webinars, mobile applications) and facilitating workshops, and packaging, presenting and delivering HIV-related education.

The Lead II, Education and Capacity Building works collaboratively with internal OHTN departments, Ontario's AIDS service organizations (ASOs) and other community-based organizations funded by HIV and Hepatitis C Programs (MOH) to identify education and capacity gaps, share best practices and develop and implement tools to support OHTN's network partners, including ASOs, testing programs, clinics/clinicians and researchers.

JOB RESPONSIBILITIES

Curriculum/content development and knowledge translation:

- Develop, implement and evaluate the OHTN Education and Capacity Building including courses and events.
- Support and review the development of training and education programs and resources (videos, case studies, webinars, conferences, handouts, etc.) using adult learning principles and best practices for in-person and online learning.
- Facilitate the co-design/co-creation of new education programs, resources and related dissemination materials with experts in addition to community, ASO and clinical stakeholders.
- Facilitate small and large group interactive workshops/presentations/webinars and represent the OHTN at events.
- Work collaboratively with internal and external stakeholders to identify, assess and creatively solve challenges, and continuously improve and enhance education and resources.

- Collaborate with Communications team members and subject matter experts to support the promotion and dissemination of education and capacity building initiatives through newsletters, social media, email campaigns, web content and other communications collateral.
- Work with external e-learning vendors to align educational initiatives and/or to ensure educational programs are delivering expected results.
- Actively seek feedback to improve approaches and communications products using methods such as key informant interviews, evaluation surveys, and focus group discussions.
- Support the development of integrated promotional approaches for education initiatives, including conferences, webinars, courses and special events, to enhance reach, engagement and learner participation.
- Research best practices and emerging issues in knowledge exchange; translate findings into audience- specific and population-specific educational materials and formats aimed at enhancing understanding and the use of data and evidence in program design and delivery.
- Seek meaningful ways to respectfully integrate the knowledge and experience of people living with HIV and populations at risk, including Indigenous knowledge and ways of knowing, with other communications tools such as infographics and data visualizations.

Relationship management:

- Collaborate with other OHTN staff to achieve OHTN goals and mission.
- Build and maintain strong working relationships with HIV and Hepatitis C programs, community-based AIDS service organizations, and other organizations/OHTN partners, including ASOs, testing programs, clinics/clinicians, and organizations serving populations affected by HIV, including Indigenous organizations, elders and other education leaders
- Build and maintain strong, trusting working relationships with provincial education and capacity building partners, the OHTN network partners, and
- Work with partners to facilitate dialogue, promote collaboration, and create opportunities for effective HIV education and capacity building.
- Attends meetings, working groups and other fora
- Design and facilitate consultation sessions to share knowledge and/or seek stakeholder input; summarize and report on education session outcomes/impacts; and recommend ways to improve those outcomes/impacts.

Program management responsibilities:

- Facilitate the day-to-day activities of education and training initiatives, including development and implementation of education products and sessions, including – when necessary – coordinating translation and assisting the Director in the development of vendor contracts.
- Report on progress in achieving/exceeding program plan objectives, milestones and impact.
- Provide day-to-day technical input and coordination support on instructional design activities, helping ensure educational products are well-structured, accessible, and aligned with learner needs.

ABOUT YOU

- Post-secondary degree (or equivalent experience) in a related field
- Minimum of 5 years of demonstrated experience developing education/e-learning curriculum for adult learners
- Minimum of 5 years of demonstrated experience working with online and virtual learning environments
- Highly motivated, detail-oriented individuals with the ability to multi-task, prioritize, and meet tight deadlines within a high demand environment

- Demonstrated knowledge of best practices for adult education and group facilitation and practices
- Demonstrated skills in coaching, active-listening and using a strength-based approach to problem solving
- Experience working with diverse stakeholders to achieve goals and tailor education content for the target audience for example, senior leaders, support workers, nurses, physicians, academics etc.
- Ability to plan and manage change
- Excellent interpersonal and communication skills to work effectively with in-house and remote teams, external vendors and stakeholders
- Strong writing skills and demonstrated ability to write in plain language that aligns with needs of target audiences
- Proficiency in the use of computers and various software applications, including Microsoft Office Suite (Word, Excel, PowerPoint), webinar platforms, and Learning Management Systems or other e-learning environments
- Fluent in English
- Fluency in French an asset but not required
- Strong problem-solving, project management and organizational skills with the ability to manage numerous projects and shifting priorities

WHY WORK WITH OHTN

- **Defined Benefit Pension (HOOPP)**
Eligible employees can participate in the Healthcare of Ontario Pension Plan (HOOPP) a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.
- **Benefits and Wellness**
Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

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

- Please use **“2026.11 – Lead II, Education and Capacity Building”** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: June 17, 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. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity.

Artificial intelligence may be used in the screening of applications.

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.

