



Lead I – HIV Prevention Special Projects

REPORTS TO:	Director, HIV Prevention
STATUS:	Permanent, Full-time (35 hours/week)
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
BROADBAND SALARY RANGE:	Grade 3: \$67,897 to \$83,505 annually (FTE)
HIRING ZONE:	\$67,897 to \$72,032
VACANCY TYPE:	New 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

Reporting to the Director, HIV Prevention, the Lead I – HIV Prevention coordinates the planning, implementation, and evaluation of assigned projects that expand HIV prevention initiatives across Ontario. The role focuses on population-specific prevention work, including initiatives for gay, bisexual, and other men who have sex with men (GBMSM), centering intersectional approaches for Black, Indigenous, and racialized subgroups, and supports external partners to put evidence-informed interventions into practice.

The Lead works with community organizations, health professionals, researchers, and people with lived experience to develop and adapt interventions, strengthen partner capacity, and address barriers to prevention services. In line with the priorities, scope, and work plans which are approved by the Director, the Lead coordinates day-to-day implementation, provides technical and administrative support, develops resources, and reports on assigned project activities, results, and emerging needs.

KEY RESPONSIBILITIES

Project coordination and prevention expansion

- Coordinate the development, implementation, and evaluation of assigned HIV prevention projects within approved project plans, including initiatives that expand access to prevention information, services, and interventions.
- Draft project work plans, objectives, activities, timelines, deliverables, and evaluation indicators for review and approval by the Director, HIV Prevention.
- Coordinate assigned activities with internal teams and external partners; maintain project tracking, follow up on agreed actions, and refer proposed scope changes to the Director.
- Support the development of project proposals, including logic models, proposed timelines, protocols, and evaluation frameworks.

Population-specific prevention initiatives

- Implement and coordinate assigned population-specific HIV prevention and health promotion activities, including initiatives for GBMSM, tailoring activities to community priorities, local contexts, and barriers to access.
- Organize consultations and engagement activities that enable people living with HIV and those affected by and at risk of HIV to inform project design, implementation, and evaluation.
- Work with community partners and subject-matter experts to develop and adapt interventions, outreach approaches, and resources that support awareness and uptake of HIV prevention options, while addressing systemic barriers to access, adherence, and long-term retention.
- Use research, program findings, and community input to identify gaps and recommend practical improvements to the reach, accessibility, and relevance of prevention initiatives.

Partner engagement and implementation support

- Build and maintain collaborative relationships with AIDS service organizations, key provincial sector networks, other community organizations, clinicians, researchers, and system partners involved in assigned projects.
- Support external partners to implement prevention interventions by clarifying implementation steps, developing practical tools, coordinating training or technical support, and troubleshooting delivery challenges.
- Coordinate and facilitate working groups, committees, and partner meetings, including agendas, materials, meeting records, and follow-up on agreed actions.
- Respond to partner requests for information and resources, connect partners with relevant expertise, and identify opportunities to share learning across organizations and regions.
- Develop standards to support successful delivery, coordination, and monitoring while providing strategic, non-restrictive coordination that respects partner agency autonomy and amplifies organizational strengths

Knowledge sharing, evaluation, and reporting

- Work with the Communications team and subject-matter experts to develop and update prevention resources, training materials, website content, and knowledge translation products for providers and communities.
- Organize and deliver workshops, information sessions, and outreach activities for assigned initiatives, under the Director's direction, to support partners in applying evidence and effective practices.
- Collect, synthesize, and review evidence, project data, and implementation feedback with relevant OHTN teams and partners; apply agreed evaluation indicators and prepare findings to inform improvements to assigned projects.
- Maintain accurate project records and tracking logs, and prepare operational status updates, summaries, and reports on assigned objectives, milestones, results, and emerging issues.
- Perform other related duties as assigned.

ABOUT YOU

- ✓ A master's degree, or an equivalent combination of education and experience, in health sciences, public health, health policy, or a related field.
- ✓ At least three years of relevant experience in project coordination, resource development, and implementation, preferably in HIV prevention, public health, community health, or a related sector.

- ✓ Knowledge of HIV prevention and the research, policy, social, and clinical issues affecting people living with and at risk of HIV, including barriers to prevention access.
- ✓ Experience engaging communities and developing or delivering population-specific initiatives; experience working with GBMSM communities is an asset.
- ✓ Experience working collaboratively with community organizations, health professionals, researchers, and policy or system partners, including supporting partners to implement programs or interventions.
- ✓ Strong project planning, problem-solving, and organizational skills, with the ability to coordinate multiple project streams, track deliverables, and bring forward issues requiring the Director's input.
- ✓ Strong facilitation and written and oral communication skills, including the ability to develop clear resources, reports, and presentations for different audiences.
- ✓ Proficiency in Microsoft Office Suite. Experience with WordPress, Canva, and Adobe Creative Suite is an asset.

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 "2026.19– Lead I, HIV Prevention Special Projects" as the subject line.
- Your cover letter and resume should be attached as a single PDF file.

APPLICATION DEADLINE: November 2, 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. Salary placement will be determined in accordance with the applicable collective agreement. 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.