DIRECTOR, COMMUNICATIONS

REPORTS TO:	Senior Director, Strategic Operations & Corporate Services
STATUS:	Permanent, full-time (35 hrs / week)
EMPLOYEE GROUP:	Exempt
VACANCY TYPE:	New Position
SALARY RANGE:	$100,000 - $130,000 (Hiring Range: $100,000 - $112,000)
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
DIRECT REPORTS:	Lead, Communication Projects; Coordinator, Digital Engagement; Lead, Events & Conferences

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: testing programs and clinics; AIDS service and other community-based organizations; and 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

The Director, Communications leads internal and external communications and event operations for OHTN and other designated partner organizations in the Ontario HIV sector. Reporting to the Senior Director, the Director sets communications strategy and standards, manages staff and resources, and oversees the production and delivery of clear, accurate and accessible messages. The Director serves as OHTN's primary communications liaison and works with program and operations leaders, researchers and sector partners to translate scientific information into communications that support OHTN's mission and priorities.

JOB RESPONSIBILITIES

Strategy, Planning and Evaluation

- Develop, implement, monitor and evaluate OHTN’s internal and external communications strategy, aligned with the strategic plan, organizational priorities and annual program plans.
- Prepare the communications and events components of the annual program plan and workplan, establishing priorities, timelines and resource requirements.
- Measure communications reach, engagement, campaign results and service delivery, and use findings to improve activities.
- Report on communications and events activities, results and service delivery to the Senior Director, the Board and funders.

Brand, Content and Digital Channels

- Update and maintain OHTN’s brand, style guide, communications standards and organizational templates, and ensure their consistent application across the organization.
- Lead website development and digital channels, including content strategy, structure, publishing schedules and analytics.

- Oversee the development, distribution and maintenance of social media content, e-newsletters, The Positive Newsletter, the annual report, brochures, presentations and other print and digital products, ensuring timely and accessible delivery.
- Author, edit and approve organizational messages, key documents and public statements within delegated authority, working with subject matter experts to confirm factual accuracy.
- Lead communications projects and campaigns, including anti-stigma, PrEP/PEP, prevention, testing and treatment initiatives, with programs and sector partners.

Media, Issues Management and Internal Communications

- Act as OHTN's primary media contact and manage interview requests, statements, press releases and related communications in coordination with the CEO, Senior Directors and relevant subject matter experts.
- Monitor media and sector discourse, advise leadership on sensitive or reputational issues, and prepare coordinated messages and responses that reflect approved organizational positions.
- Lead internal communications, including organizational announcements, in partnership with leadership and People & Culture.

Events and Conferences

- Lead the planning and delivery of OHTN events, including the Annual OHTN Research Conference, quarterly conferences and other events hosted at OHTN, across in-person, hybrid and virtual formats.
- Oversee the Events & Conferences function, including event plans, speaker and participant logistics, travel, registration, accessibility, venues, vendors, budgets and event execution.
- Integrate event promotion, branding, materials and participant communications with the communications workplan.
- Work with the Director, Capacity Building & KTE and relevant program directors and research leads to translate agreed learning, knowledge exchange and program objectives into event schedules and delivery plans; oversee operational evaluations and post-event reporting.

Sector Communications Services and Collaboration

- Develop, implement and manage communications as a service model to support OHTN programs and the broader HIV sector in Ontario (including development and negotiation of annual joint plans to support dissemination and events, and agreement on target audiences, deliverables, timelines and content review responsibilities.)
- Run a single intake process for communications requests, working with Senior Directors, Directors and program leads to assess needs, establish priorities and develop coordinated communications plans.
- Scope partner support needs, negotiate support agreements within delegated authority, establish service levels and organize the capacity required to deliver agreed services.

Leadership and Resource Management

- Lead, coach and manage communications and events staff; assign work and manage performance consistent with the Collective Agreement and organizational policies.
- Lead recruitment for communications and events vacancies in partnership with People & Culture.
- Develop and manage communications and events budgets, vendors and consultants, including design, translation, marketing, advertising, commissioned social research and event suppliers; monitor costs, deliverables, service quality and risks to delivery.
- Keep current with communications practice and digital developments and apply relevant approaches to improve OHTN's communications and service delivery.

WORKING REQUIREMENTS

- Work in-office a minimum of three (3) days per week (hybrid).
- Flexibility to work some evenings and weekends, particularly around major events and conferences.

ABOUT YOU

- Degree in Communications, Public Relations, Journalism, Marketing or a related field, or equivalent experience.
- Minimum 8 years of progressive communications experience, including at least 3 years leading a team.
- Experience in a health, public health, research or nonprofit setting; knowledge of the HIV sector is an asset.
- Proven record building and delivering communications strategies, campaigns and brand standards.
- Strong writing and editing skills; able to turn complex scientific information into clear, engaging messages.
- Experience with media relations and issues management.
- Working knowledge of digital channels, web content management (WordPress), analytics and media monitoring tools.
- Experience overseeing events and conferences is an asset.
- Experience leading staff in a unionized environment is an asset.
- Budget and vendor management experience.
- Commitment to health equity, GIPA/MIPA, anti-racism and Truth & Reconciliation.
- Fluency in French is an asset.

WHY WORK WITH OHTN

Defined Benefit Pension: 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@ohtn.on.ca

- Please use **"2026.20 – Director, Communications"** as the subject line
- Your cover letter and resume should be attached as a single PDF file

APPLICATION REVIEW: We will be reviewing applications on a rolling basis beginning **November 6, 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. Artificial intelligence may be used in the screening of applications. Starting salary will be determined based on experience, qualifications, and internal equity.

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.