Coordinator, Testing & Clinical Care Initiatives

REPORTS TO:	Director, HIV Care Cascade
STATUS:	Permanent, full-time (35 hours/week)
SALARY RANGE:	Grade 2 - C$58,978 – C$72,535
HIRING ZONE:	C$58,978- C$60,747
LOCATION:	1300 Yonge Street, Toronto, ON
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

The Coordinator, Testing & Clinical Care Initiatives works closely with internal and external interest holders to coordinate and provide administrative support for projects and initiatives that will improve testing and clinical care in Ontario, help us meet or exceed the UNAIDS 95-95-95 targets, and improve quality of life for people living with, and at risk for HIV.

JOB RESPONSIBILITIES

Project Coordination and Support

- Coordinate remote and in-person quarterly meetings of the Ontario HIV Clinic Network (OCN) – a provincial network of clinics providing HIV care in Ontario.
- Organize all the logistics pertaining to in-person meetings, including direct interaction with meeting attendees, presenters, A/V techs, and venue staff to coordinate meeting registration, travel, accommodation, and meals including special needs and dietary requirements.
- Produce and circulate meeting agenda and meeting notes, and support dissemination of meeting communications and other relevant materials.
- Support the coordination of other testing and clinical care initiatives, such as the VitaLink project
- Organize and track invoices, expenditures, and update budget lines as needed.
- Support Director by organizing the evaluation of HIV testing and clinical care initiatives, including dissemination of surveys, collation and analysis of results, and report writing
- Provide coordination support for other OHTN activities, as required

Knowledge Sharing, Reporting and Products

- Coordinate the development of resources, training material and onboarding of interest holders.
- Collaborate with other OHTN teams, and interest holders to plan and coordinate testing and clinical care education events, and to disseminate and share new knowledge, reports and products about HIV testing and clinical care.
- Support additional Knowledge Translation activities that disseminate evidence-informed recommendations, through coordination of conference materials and speakers, and by providing staffing support at events
- Work with the Communications team to support production of materials and resources related to HIV testing, clinical care, engagement and retention in care.

ABOUT YOU

- Post-secondary degree (or equivalent education and experience) in social or biomedical sciences or related public health/health administration field
- Minimum of 2 years of demonstrated relevant experience in project coordination and/or administrative support
- General knowledge of HIV and STBBIs, including understanding of MEPA/GIPA principles.
- Strong writing skills and administrative skills
- Strong communication and interpersonal skills, with ability to tailor messaging and work effectively with diverse audiences, including in-person and remote teams.
- Ability to prioritize and shift focus based on projects evolving needs
- Proficiency in Microsoft Office Suite and Microsoft 365 (Word, Excel, Publisher, PowerPoint, Outlook) and tools such as Canva, SurveyMonkey, and REDCap.
- Previous work or volunteering experience within the HIV and/or broader health sector 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@ohtn.on.ca

- Please use **"2026.22 - Coordinator, Testing & Clinical Care Initiatives"** as the subject line
- Your cover letter and resume should be attached as a single PDF file

APPLICATION DEADLINE: NOVEMBER 13, 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.