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| **Job Details**Ottawa Gay Men’s Wellness Initiative**Related Job Categories**Management/Program/Project Development and Evaluation**Position Type**Contract full time for 2 years with possibility of extension**Region** National Capital Region**Location(s)**Ottawa**Career Level**Manager**Salary**$65,000 to $70,000**Ad Online Since**01/25/2016**Application Deadline**02/12/2016 | ***OGMWI_logo_withtext*****Program Manager/Health System Navigator**Founded in 2002, the Ottawa Gay Men’s Wellness (OGMWI) envisions a community of self-affirming gay men caring for themselves, caring for each other, and enjoying complete health equity. The organization was recently funded by the Ontario Ministry of Health and Long-Term Care to provide an innovative program to enhance the health outcomes of gay men other men who have sex with men and to increase their access to services that are gay friendly. The program will focus particularly on mental health issues, building resiliency, and creating a network of services that are able to support and promote the wellness of gay men and other men who have sex with men. We are looking for a dynamic and self-motivated Program Manager/Health System Navigator to (1) create and manage our organization and (2) act as the system navigator who will create and implement a systems approach to improve the health outcomes for gay men in the Champlain Region. The incumbent will report to the Executive Committee of the Board of Directors.***Organizational Responsibilities**** Establish the infrastructure for the new organization and ensure that policies, systems and tools are in place for planning, monitoring and evaluation the organization
* Administer the finances of the organization by establishing an annual budget, overseeing all financial aspects, and reporting to the Board and funders in a timely manner
* Manage human resources by recruiting, training and managing employees and volunteers, including direct supervision of one mental health worker
* Act as the spokesperson by becoming the public face of the project, maintaining external relations with partners, and responding to public and media inquiries
* Oversee day-to-day operations
* Enhance the sustainability *of* the organization by writing grant proposals, undertaking fundraising activities, and actively pursuing existing and new funding opportunities

**Services Responsibilities*** Develop and implement a service navigator delivery model that will link gay men with community information and appropriate health/social services
* Assess the current state of gay men’s health and wellness services by a variety of means to identify the gaps and develop appropriate interventions
* Develop and maintain a guide to community resources already available
* Evaluate the impact of the network, guide and navigator services
* Develop formal partnerships to create a network of culturally competent services;
* Develop and implement a Mental Health Partnership for Gay Men that will give gay men ready access to timely and culturally-sensitive mental health services and supports
* Communicate, market, and brand the project

**Other Duties as Assigned****Qualifications**Basic Requirements (These requirements must be met before the candidate will be considered for an interview.)* Experience working with programs for gay, bisexual, and other men who have sex with men
* Master’s degree in a relevant discipline or other college diploma or university degree with significant experience in a relevant field
* Experience in delivering programs in a community-based organization with a Board of Directors
* Experience in managing employees and/or volunteers
* Experience in work-planning, project management, and reporting
* Experience in managing finances

*N*ote: Ability to work in both official languages is considered an asset.Rated Requirements (These requirements will be rated by an interview panel which will rank the candidates)* Extensive knowledge of the health and wellness challenges of gay men and other men who have sex with men
* Knowledge of the gay men’s community
* Knowledge of data collection techniques and knowledge transfer strategies
* Ability to make presentations and elicit support of programs before other professionals, funders, groups, and the public
* Ability to make and drive a work-plan
* Working knowledge of principles and practices of program evaluation
* Ability to do research and apply findings
* Ability to do fund-raising, marketing, and grant proposal writing
* Ability to establish and maintain partnerships
* Knowledge of means of communication, including use of web-based resources and social media
* Knowledge of basic accounting and budget procedures

Personal Suitability* Persuasive
* Socially adept
* High level of initiative
* Very high level of oral and written communication
* Technology savvy and full Microsoft Office Suite

Working Conditions * Must be flexible to work evenings and weekends
* Must be able to work in a variety of settings
* The work-week is 37.5 hours, with overtime compensated by time off in lieu
* Position is a two-year, full-time contract with possible extension
* Highly-competitive remuneration is available for qualified candidates

**How to Apply*** Interested parties may submit their application to **ogmwi.imhgo@gmail.com**by midnight EST on 15 February 2016. Attachments to e-mails must be in MS Word.
* We thank all candidates for their interest in the work of OMGWI; but only candidates selected for an interview are contacted.
* OMGWI is committed to employment equity and encourages people living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds to apply and self-identify*.*
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