



(Application Deadline: Friday, February 19, 2016)

JOB TITLE: COMMUNITY ENGAGEMENT COORDINATOR

ACYR Position Description: Community Engagement Coordinator

Position Type: Part-time Contract Position (28 hours/week – Ending March 31, 2017)

Reporting To: Executive Director

Compensation Type: Salary

Location of Office: Richmond Hill

POSITION SUMMARY:

The AIDS Committee of York Region (ACYR) is a community-based, non-profit organization, which provides support, education and promotes access to dignified care for people living with HIV/AIDS and those affected by HIV/AIDS. We are currently seeking an experienced, highly motivated individual with excellent communication and program development skills to join our staff team.

The Community Engagement Coordinator will facilitate the involvement, collaboration, and education of designated groups in York Region to build local community capacity to respond to HIV/AIDS and Hep C prevention needs. The incumbent will work with marginalized individuals, diverse agencies, organizations, and groups to further the goals of our Community Engagement Project.

RESPONSIBILITIES:

Community Engagement, Education & Training

- Networks with service providers to promote greater interest and engagement in HIV/AIDS and Hep C prevention education.
- Collaborates with partnering community agencies/groups to identify the training needs of the constituents.
- Develops educational training and tailored workshop modules with evaluative component.
- Delivers educational training and workshop modules to targeted individuals, communities, local agencies and groups, with the aim of increasing knowledge base about sexually transmitted and blood borne infections (STBBIs) including HIV and Hep C and enhanced prevention efforts.
- Makes presentations on a broad range of issues including stigma, safer sex, safer drug use, disclosure, harm reduction, and HIV and Hep C prevention.
- Evaluates and modifies training modules and workshops to ensure the goals of the program are achieved and the needs of those requesting training are met.

Resource Development & Distribution

- Maintains and distributes current resource materials and other HIV and Hep C prevention tools to community partners, as required.
- Development and dissemination of new resource materials, including culturally appropriate community-based resources, in consultation with partnering individuals, agencies/groups.

Outreach Coordination

- Develops an outreach strategy, work plan, and timelines in collaboration with other outreach and engagement staff and Executive Director.
- Engage and support volunteers to achieve project goals.
- Conducts targeted outreach, intervention, and follow-up activities for identified at-risk populations.
- Ongoing assessment of the outreach strategy

Program Evaluation

- Gathers and documents accurate data to complete reports required by the funder.
- Prepare administrative and program reports for the Board, funders and other bodies.
- Monitors and evaluates program activities to ensure optimal quality of service delivery to local communities.
- Identifies and responds to emerging issues related to HIV/AIDS and Hep C by engaging in community-based research and/or needs assessments, as required.

Administration

- Maintains monthly statistics
- Complies with organizational policies and procedures

Other Duties

- Respond to requests to provide consultation and advice to local community agencies' clients living with or affected by HIV/AIDS and facilitate linkages with the ACYR and other AIDS Service Organizations in neighbouring regions.
- Participate as an active member of the agency's staff team, including participation in program planning, coordination and collaboration with other staff.
- Performs other tasks, as assigned by Executive Director.

QUALIFICATIONS

- Between 3-5 years demonstrated experience and proven track record in health promotion, community outreach/capacity building, partnership building, and facilitation skills in diverse settings.
- Sound knowledge of HIV/AIDS, Hep C, safer sex, harm reduction principles and practices, and knowledge of available community resources in York Region.
- Demonstrated commitment to working with diverse and marginalized populations, particularly around issues of race, homelessness, addictions, and mental health.

- Demonstrated knowledge of York Region, the diverse demographic, and the needs of diverse youth, immigrant communities, homeless populations, and individuals living with addictions.
- Relevant education in social services at a University or post-secondary level.
- Demonstrated experience with program needs assessment, program management, delivery, and evaluation, community mobilization or development.
- Strong ability to cultivate internal and external partnerships and build professional relationships.
- Must be competent with applicable computer applications and software.
- Excellent written and verbal communication skills.
- Excellent interpersonal, communication and organizational skills.
- Self-directed to achieve results and ability to work in a team environment.
- Effective planning and problems solving skills.
- Demonstrated commitment to anti-racism and anti-oppression principles.
- Vulnerable sector screening required.
- **Valid Ontario driver's license, insurance and reliable vehicle is a must.**
- Will be required to work outside regular office hours including evening and weekends.

The AIDS Committee of York Region promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. **We encourage applicants with lived experience.** We also encourage people of all races, ethnic origins, religions, abilities and sexual orientations.

We thank all applicants for their interest in this position. However, only qualified candidates who are selected for interviews will be contacted by phone and/or email. No telephone enquiries please.

Please submit cover letter and resume to:

Hiring Committee
AIDS Committee of York Region
10909 Yonge Street, Unit 203
Richmond Hill, ON L4C 3E3
Fax: 905-884-7215
Email: vmehra@acyr.org
Website: www.acyr.org

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