

## CAREER OPPORTUNITY

**Job Title:** Women's Community Development Coordinator

**Job Type:** FT (35 hrs/wk)

**Reports To:** Executive Director

### PURPOSE:

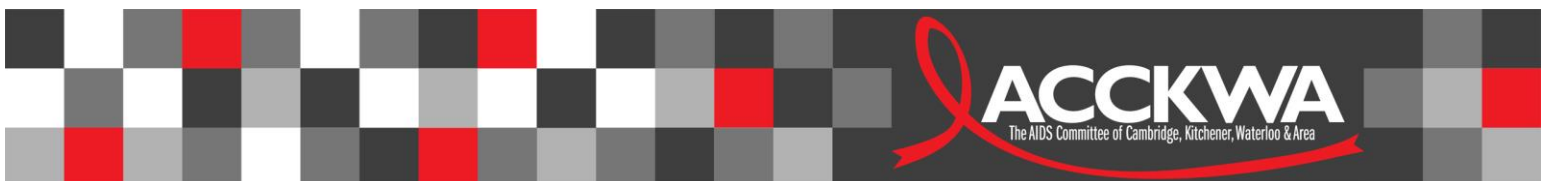
The Women's Community Development Coordinator builds local community capacity in response to the HIV/AIDS prevention needs of disproportionately impacted Indigenous, African, Caribbean, and Black cis and trans women, queer, non-binary and gender non-conforming people made vulnerable to HIV through structural inequality, and to improve the quality of life for participants living with HIV/AIDS. The incumbent works as part of the provincial Women and HIV/AIDS Initiative (<https://whai.ca>), a provincial community-based response addressing structural factors that increase women's risk factors for HIV. The work focuses on engagement with organizations serving priority populations of women survivors of intimate partner and gender-based violence to develop HIV-related health promotion strategies. As a member of ACCKWA's Prevention Team, the Women's Community Development Coordinator collaborates to advance the strategic priorities of the Sex Worker Action Network of Waterloo Region, (SWAN), the African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) <http://accho.ca/>, the Ontario Aboriginal HIV/AIDS Strategy (Oahas) <http://www.oahas.org/>, delivering gender-specific harm reduction services to program participants.

ACCKWA is an AIDS Service Organization with a 30+ year history of responding to the needs of under-resourced, disadvantaged communities within Waterloo Region. These communities include individuals infected, affected and at risk for HIV/AIDS, hepatitis C, other sexually transmitted and blood-borne infections, and those impacted by substance use and the opioid overdose epidemic. ACCKWA provides prevention, education, advocacy and support programs and services. The successful candidate will have both lived expertise and experience working from a critical feminist, anti-colonial, anti-oppressive approach in a social services environment. Other preferred skills include the ability to collaborate effectively with people with a wide range of experiences and challenges and knowledge of the principles of adult education, program coordination, adaptability, attention to detail, and self-motivation. Learn More: [www.acckwa.com/careers](http://www.acckwa.com/careers) [www.acckwa.com/publications/](http://www.acckwa.com/publications/)

### PRIMARY RESPONSIBILITIES

#### *Program Coordination and Community Development*

- Development of an annual and quarterly work plan with a timeline and goals derived from agency and funder strategic and operational objectives.
- Identification of and response to issues impacting women's HIV/AIDS vulnerability and women's health by engaging in community-based research and/or needs assessments
- Identification of potential partnerships / capacity building opportunities with local community organizations and groups that serve women within Waterloo Region.
- Advocacy and participation in SWAN <https://swanwaterloo.ca/>
- Engagement fostering the leadership of women from priority populations as peers in community capacity building activities
- Outreach to deliver program content to service providers in community organizations supporting vulnerable women.
- Participation in local community planning initiatives related to women's issues and promoting integration of HIV/AIDS content into programs, services, and policies-procedures.



## Training

- Facilitation of educational training and workshop modules to local agencies and groups that serve women, with the aim of increasing their capacity to integrate HIV/AIDS prevention services, gender-specific harm reduction approaches and sex worker inclusive services.
- Education on a broad range of HIV-related issues impacting women, including safer sex, safer substance use, harm reduction, and positive prevention.
- Evaluation and modification of training modules, and workshops to ensure the goals of the program are achieved and the needs of those requesting training are met.

## Program Evaluation and Administration

- Maintaining monthly statistics, gathering and documenting accurate data to complete Ontario Community HIV/AIDS Reporting Tool (OCHART) program reporting to the AIDS Bureau, Ministry of Health, as well as reporting requirements by the WHAI network.
- Monitoring and evaluating program activities to ensure optimal quality of service delivery to local communities
- Assisting with the preparation of funding reports.
- Managing the budget to ensure that resources are utilized as budgeted.

## QUALIFICATIONS

- Bachelor's degree or equivalent experience in social work, social/human services, community development, or adult education preferred
- Knowledge of HIV/AIDS, harm reduction and the social determinants of health
- Demonstrated work with diverse communities (i.e. marginalized trans and cis, Indigenous, Black and non-white racialized women, impoverished women, individuals living with addictions, individuals working in sex work)
- Minimum one-year experience working in a community development capacity with marginalized communities
- Strong anti-oppressive practice and project management skills
- Excellent presentation, written communication and group facilitation skills
- Strong organizational/administrative, and team skills
- Ability to speak openly and frankly about sexuality in a sex-positive, non-judgmental manner
- Proficiency in Microsoft Office, presentation software, online facilitation tools (i.e. Zoom)
- Flexibility to work occasional evenings and weekends
- Must have a valid G Class driver's license and access to a reliable vehicle

## How to Apply

Application deadline is November 29<sup>th</sup> at 5 pm. Please send your electronic resume and cover letter to Ruth Cameron, Executive Director at [director@acckwa.com](mailto:director@acckwa.com) . **Please add "Job Posting - ACCKWA WCD Coordinator" to the subject line.** No phone calls, please. Qualified individuals being considered will be contacted for an interview.

**ACCKWA is committed to employment equity and encourages applications from all qualified candidates including trans and cis women who may identify as peers, including people living with HIV and hepatitis C, 2SLGBTQ-identified persons, persons with disabilities, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities. Additional languages are considered an asset.**

