

CAREER OPPORTUNITY

Job Title: Women's Community Development Coordinator

Job Type: FT (30 hrs/wk) Monday to Friday – in office / outreach

Reports To: Executive Director

PURPOSE:

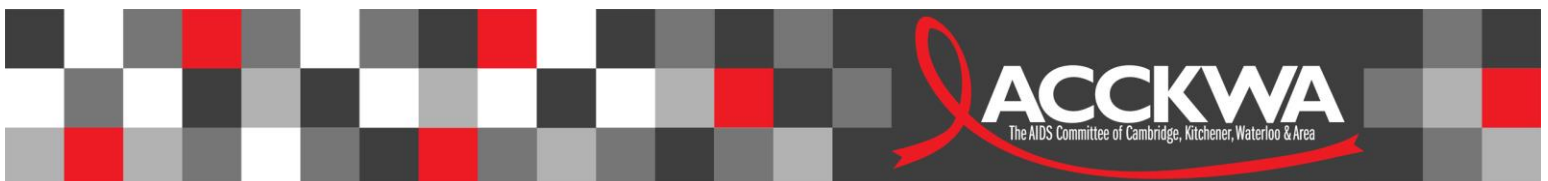
The Women's Community Development Coordinator builds local community capacity in response to the HIV/AIDS prevention needs of disproportionately impacted Indigenous, African, Caribbean, and Black cis and trans women, queer, non- binary and gender non-conforming people made vulnerable to HIV through structural inequality, and facilitates trainings to improve the quality of life for participants living with HIV/AIDS. The incumbent works as part the provincial Women and HIV/AIDS Initiative (<https://whai.ca>), addressing structural factors that increase women's risk factors for HIV. **The work primarily focuses on engagement with local organizations serving Indigenous, Black and racialized women, and priority populations of women survivors of intimate partner and gender-based violence to deliver an array of HIV-related health promotion strategies.** As a member of ACCKWA's Prevention Team, the Women's Community Development Coordinator collaborates across priority populations, and to advance the strategic priorities of 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/> , and provides limited administrative support to the Sex Worker Action Network of Waterloo Region, (SWAN). The program also engages in limited direct service delivery of gender-specific harm reduction and risk reduction services to program participants.

ACCKWA is an AIDS Service Organization with a 35 + year history of responding to the changing needs of diverse, 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 an anti-racist, critical feminist, anti-colonial, anti-oppressive approach in a social services environment. Other preferred skills include the ability to collaborate effectively with people across a wide of range of diverse experiences and challenges and knowledge of the principles of adult education, program development and coordination, adaptability, attention to detail, and self-motivation. Learn More: www.acckwa.com

PRIMARY RESPONSIBILITIES

Program Coordination / Community Development

- Develop an annual / 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 vulnerable women within Waterloo Region.
- Provide limited support to SWAN <https://swanwaterloo.ca/>
- Fostering leadership of women from priority populations as peers in community capacity building activities
- Outreach delivering 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 prevention and health promotion content into programs, services, and policies-procedures.
- Responds to walk-in office requests for information, referral, harm reduction, risk reduction, clinic and program-specific assistance
- Assists with various program inventory deliveries, provides reliable team-based office coverage across locations
- Collaborate within Prevention Team on health promotion / the three levels of prevention. <https://bit.ly/2ROcDPa>



Training

- Facilitation of educational training and workshop modules to local agencies and groups that serve diverse groups of 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 PrEP, 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 additional reporting requirements with 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
- Comprehensive knowledge of HIV/AIDS, harm reduction and the social determinants of health
- Demonstrated anti-oppressive work with diverse disadvantaged 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, individuals experiencing gender-based violence)
- Minimum one-year experience working in a community development capacity with marginalized communities
- Excellent presentation, written communication and group facilitation skills
- Strong organizational/administrative, teamwork and project management skills
- Ability to speak openly and frankly about topics including substance use, recovery, and sexuality in a sex-positive, and 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 6th, at 12 am. Please send your electronic resume and cover letter to Ruth Cameron, Executive Director at 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 individuals from *key populations including cis and trans women who may identify as peers or people with lived expertise, people with past experience of homelessness, individuals in recovery from substance use, people living with HIV and / or Hepatitis C, 2S and queer-identified persons, persons with disabilities, Indigenous, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities.

Additional languages are considered an asset.

