

## Job Posting

<b>Title:</b>	Resource Development & Social Media Coordinator
<b>Position type:</b>	Full time (37.5 hours/ week), 1 year contract with possible move to permanent (hybrid work possible)
<b>Location:</b>	Ontario
<b>Salary:</b>	\$46,000 - \$58,000 (plus \$1,500 in lieu of benefits)

The Women and HIV / AIDS Initiative (WHAI) is currently seeking an experienced Resource Development Coordinator to join our team. We are looking for someone with strong project management skills, who can ensure WHAI resources are engaging and respond to community and epidemiological identified needs. This work will primarily focus on resource development and social media.

### About the Women and HIV / AIDS Initiative (WHAI)

The Women and HIV/AIDS Initiative (WHAI) is a community-based response to HIV and AIDS among cis and Trans Women, 2-Spirit and Non-Binary people in Ontario. Through a network of 17 Coordinators located in 16 AIDS Service Organizations (ASOs) throughout Ontario, WHAI aims to:

- Reduce HIV risk for women disproportionately affected by HIV.
- Enhance local community capacity to address HIV.
- Build safe environments to support women's HIV-related needs.

WHAI's work across Ontario is rooted in the principles of community development and collective impact. Community development values the ability of community members to affect change in their lives, in ways that are most relevant to them. Coordinators work as liaison between community groups and organizations to collectively develop relevant strategies to further women's HIV-related care. The WHAI Network uses a Collective Impact approach to move our work forward. Collective impact refers to intentional ways of working together and sharing information to solve complex problems. This work is typically framed through a common agenda, shared measurements of progress, mutually reinforcing activities, continuous communication, and strong backbone supports.

### Position Summary

This position will oversee WHAI resource development and social media. Under the leadership of the Evaluation and Knowledge Translation Lead, the Resource Development Coordinator will create and oversee detailed project workplans for resource development (i.e. toolkits, posters, pamphlets) and social media. This work will include, where needed, establishing advisory committees or working group, booking and facilitating meetings,

managing project tasks, liaising with key stakeholders to facilitate copy editing, French translation, design, print, and oversee inventory and distribution of resources and social media to the WHAI network. In collaboration with the Evaluation and Knowledge Translation Lead, this role will also support the development of an implementation strategy and evaluation plan for key resources and social media campaigns.

## **Key Responsibilities**

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### Resource Development

- Liaise with the Evaluations and Knowledge Translation Lead to develop a workplan and project management framework for the creation of key WHAI resources
- Coordinate working groups and advisory committees, including scheduling and facilitating meetings, note-taking and managing project tasks
- Facilitate copy editing, French translation, design, print and distribution of resources with internal and external staff and vendors
- Oversee resource inventory and distribution
- Work with WHAI team to establish resource implementation, training and evaluation strategy

### Social Media

- Under the leadership of the Evaluation and Knowledge Translation Lead, identify a social media plan and content to support WHAI work, in alignment with WHAI goals and objectives
- Take a lead at both designing social media content and liaising with contractors to facilitate design in alignment with WHAI work

Other tasks as needed

## **Qualifications**

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The ideal candidate for this position will:

- A minimum of 2 or 3 years of relevant experience
- Be committed to principles of GIPA/MEPA and Nothing About Us Without Us
- Have a strong working knowledge and skill in integrating principles of equity, diversity, and social justice
- Have experience in social media design and content development
- Be knowledgeable about inclusive education and knowledge translation practices, as these pertain to visual design
- Have a strong foundation in managing projects with a focus on public health, HIV in Ontario and globally, the social determinants of health and health equity

- Be knowledgeable about HIV prevention, care, and support
- Willingness to learn and apply the key principles of community development and collective impact
- Strong communication, facilitation and presentation skills
- Strong organizational skills and administrative skills
- Experience managing project timelines with external vendors, designers, contractors, consultants and other key stakeholders
- Have a university degree in a related area of study and relevant experience

## PERKS

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- Supportive and creative work environment with a small provincial team
- Opportunity to accommodate hybrid and / or remote work schedule, depending on candidates' location within Ontario
- \$1,500 in lieu of benefits paid in two \$750 installments
- Vacation paid at 6% on bi-weekly payroll

## Equity

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WHAi is committed to upholding values of equity. We enthusiastically encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- Black, Brown, Indigenous, and newcomer people
- Trans, 2-Spirit and Non-Binary people,
- people who use drugs,
- people who have been incarcerated
- People living with HIV
- People with visible and/or invisible (physical and/or mental) disabilities.
- Other members of groups that commonly experience discrimination due to race, ancestry, religion and/or spiritual beliefs, or place of origin; and

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

Interested candidates should send a resume and cover letter to the attention of Hiring Committee at [mbannerman@whai.ca](mailto:mbannerman@whai.ca).