

HIV Community Link is a growing organization delivering services throughout Southern Alberta. As a non-profit organization we help people to learn about, prevent, and live with HIV/AIDS and hepatitis C. We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills. HIV Community Link Society is committed to employment equity.

Brooks Program Coordinator

We are seeking a Program Coordinator who will be responsible for the coordination of HIV related prevention, education and support in the Brooks area. This position is responsible for working collaboratively with the Calgary office, community leaders and members of Brooks to mobilize and engage communities to raise awareness and capacity around HIV/AIDS related issues. Working within a harm reduction and rights based philosophy, the Brooks Program Coordinator will also need to develop, coordinate and provide support services for people at risk of, living with or affected by HIV in the Brooks area.

This is a full-time position reporting directly to the HIV Community Link Calgary Office. A flexible schedule including day, evening, and weekend availability may be required. The ideal candidate will be living in or around the Brooks area.

Primary Responsibilities

- Raising awareness and capacity in the Brooks community to address HIV/AIDS prevention, education and support.
- Supporting the development and ongoing work of a local advisory committee to address HIV related prevention and support services in the Brooks area.
- Working collaboratively with community members in Brooks to build strategies for mobilizing communities to address HIV/AIDS prevention, education and support through community engagement and volunteerism.
- Dissemination of HIV related information using various methods including presentations, community booths and mail-outs.
- Creating culturally appropriate educational materials (e.g. HIV/AIDS 101 workshops, fact sheets, brochures) for the Brooks community.
- Documenting the process of community mobilization, including activities undertaken, volunteers involved, engagement processes used, lessons learned and future recommendations.
- Providing outreach and support services to people at risk of, living with or affected by HIV in the Brooks area.
- Undertake monitoring and evaluation of the program.
- Work in consultation with the Team Leader of Support Services on programming needs and direction.
- Participate in HIV Community Link and the Support Services team meetings.

Qualifications

- Undergraduate or post-graduate degree in Social Sciences, Health Sciences or related field, with two to five years experience.
- In-depth knowledge and demonstrated experience of working within the Brooks community
- Knowledge of HIV/AIDS, Harm Reduction, and to the needs of persons living with HIV/AIDS

Skills

- Extensive working knowledge of program and community development, and evaluation techniques.
- Proven ability to develop, plan and facilitate educational workshops and groups, in a non-profit environment is preferred.
- Proficient case management with proven experience in a working environment.
- Experience to work with and provide outreach to diverse communities.
- Experience in the management of volunteers with effective volunteer program development skills.
- Strong program leadership, team building, and conflict resolution skills.
- Capacity to work both independently and in cooperation with others.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality.
- Ability to communicate effectively, both verbally and in writing.
- Ability to plan, organize and prioritize, and analyze and resolve problems.
- Proficiency in MS Office.
- Ability to present and speak to various diverse audiences.
- Access to a reliable vehicle and drivers' license will be an asset.
- Physical ability to carry out the duties of the position.

Salary and Benefits

HIV Community Link Society offers competitive compensation and a comprehensive benefits package.

Application Details

This position will remain open until a suitable candidate is found. Please quote job reference HIVCL-045.

Please send your cover letter, resume, and salary expectation to:

Email: hr@hivcl.org

Mail: Operations Manager 110 – 1603 10 Ave SW Calgary, AB T3C 0J7

You must be eligible to work in Alberta and available for in-person interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.