

JOB POSTING: PROGRAM MANAGER

LOCATION: TORONTO, ONTARIO

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) is looking for a strategic thinker and dynamic manager who will be an important part of rebuilding the organization's key structures and keeping ACCHO running smoothly, while meeting its mandate with excellence. The ideal candidate is committed to social justice values, thrives on imagining and mapping out new directions, and takes pleasure in both the small and large tasks involved in the successful implementation of programs, projects and special initiatives. They will be part of a cohesive and professional team, and occupy a role that offers much growth and learning.

ORGANIZATION PROFILE:

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) provides leadership in the response to HIV/AIDS in African, Caribbean and Black (ACB) communities in Ontario and is committed to HIV prevention, education, advocacy, research, treatment, care and support for ACB communities. We strive to reduce the incidence of HIV among ACB people in Ontario, and to improve the quality of life for ACB people living with and affected by HIV/AIDS. This is realized through capacity-building and resource development for organizations offering HIV/AIDS services to ACB community members, and through relationship-building and direct engagement with a variety of HIV sector stakeholders. Visit our website: www.accho.ca

JOB SUMMARY:

The Program Manager will be responsible for managing and ensuring connectivity among ACCHO's programs, projects and special initiatives, utilizing engaging and collaborative approaches to the work. They will coordinate the day-to-day activities of the ACCHO team and work closely with the Director, providing the high-level support required to ensure the effective running of the organization.

KEY COMPETENCIES:

Key to the job is the ability to think strategically, multi-task, demonstrate excellent writing and editing skills, and show strong interpersonal skills. Experience in program management and team coordination is relevant, as is experience in the development and implementation of HIV and/or health-related programs. We are looking for someone who takes great pride in their work, shows attention to detail, uses a broad-minded approach to the work, and is able to work independently and as part of a team. They will bring enthusiasm and a collaborative spirit to the work.

KEY QUALIFICATIONS

1. Post-secondary degree in a relevant discipline or post-secondary diploma and related experience.
2. At least three years program management and team coordination experience in a not-for-profit setting, preferably in a unionized environment.
3. Demonstrated experience in the development and implementation of HIV and/or health-related programs.
4. Demonstrated experience working with African, Caribbean and Black (ACB) communities in Canada and understanding of HIV/AIDS issues within ACB communities.
5. Ability to think strategically, conceptualize easily, link long-range vision and concepts to daily work, independently exercise good judgment and demonstrate initiative.
6. Ability to multi-task with attention to detail, work independently, and work as part of a team.
7. Superior oral and written communication skills, including copy editing ability.
8. Strong interpersonal skills.
9. Bring enthusiasm, a collaborative spirit and a broad-minded approach to the work.
10. Exceptional skills with PC-based hardware/software including Outlook, Word, PowerPoint and Excel.
11. Ability to work in both English and French is an asset.

APPLICATION PROCESS

Please send your CV and cover letter to: careers@accho.ca by 5pm Monday, August 3rd, 2020

We encourage applications from persons living with HIV/AIDS. We are committed to the Accessibility for Ontarians with Disabilities Act and offer accommodation for all persons with disabilities throughout all parts of the recruitment and selection process.

Please let us know if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.