



# JOB POSTING: LEARNING & DEVELOPMENT SPECIALIST

Location: Toronto, Ontario

## Bargaining Unit Position

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) is looking for a dynamic Learning & Development Specialist who will lead ACCHO's education, capacity building and learning initiatives, both internally and externally. The ideal candidate is committed to social justice values, thrives on developing culturally-relevant responses to community needs, and takes pleasure in both the small and large tasks involved in the delivery of high-quality, accessible programming. They will be part of a cohesive and professional team and occupy a role that offers opportunity for 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](http://www.accho.ca)

### **Job summary:**

The Learning & Development Specialist will be responsible for leading ACCHO's provincial education and capacity building programming, utilizing engaging and collaborative approaches to the work. They will develop, deliver and evaluate interactive and responsive trainings and tools to support frontline workers and agencies in addressing the HIV-related needs of the ACB community.

### **Core competencies:**

Key to the job is the ability to assess needs and develop forward-thinking learning plans. Equally important is the ability to distill large strategic ideas into digestible, tangible outcomes. Experience in delivering training in-person and virtually is essential, as is experience in producing evidence-informed programming and utilizing a community development approach in the work. We are looking for someone who takes great pride in their work, shows attention to detail, and can work independently and as part of a team. They will bring enthusiasm and strong interpersonal skills to the work.

**Key qualifications:**

1. Post-secondary degree in a relevant discipline or combination of post-secondary diploma, lived experience and related experience.
2. At least three years developing, delivering and evaluating interactive, in-person and digital HIV and/or health-related curricula for adult learners, to support continuing education and professional development.
3. Ability to assess the validity of information, and to synthesize and clearly communicate complex information from a variety of sources.
4. Ability to think strategically, conceptualize easily, link long-range vision and concepts to daily work, independently exercise good judgment and demonstrate initiative.
5. Ability to multi-task with attention to detail, work independently, and work as part of a team.
6. Superior oral and written communication skills, including copy editing ability.
7. Bring enthusiasm, a collaborative spirit and a broad-minded approach to the work.
8. Proficient with PC-based hardware/software including Outlook, Word, PowerPoint and Excel, and proficient in utilizing virtual tools and technology.
9. Ability to work in both English and French is an asset.

**Status:** Full-time, bargaining unit position

**Reports to:** Director

**Salary range:** \$53,900 to \$55,000 plus benefits

***Application process:***

***Please send a CV and cover letter to: [careers@accho.ca](mailto:careers@accho.ca)  
by 5pm Sunday, January 17, 2021***

We encourage applications from persons living with HIV/AIDS and the diverse communities we serve, including individuals who identify as African, Caribbean or Black, persons who identify as transgender/non-binary or LGBTQ+, persons with visible and/or invisible disabilities, and members of groups that commonly experience discrimination due to age, ancestry, place of origin, religion and/or spiritual beliefs.

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.**