

CACVO
Conseil des Africains
et Caraïbéens sur le
VIH/sida en Ontario



ACCHO
African and Caribbean
Council on HIV/AIDS
in Ontario

JOB POSTING: COMMUNICATIONS SPECIALIST

Location: Toronto, Ontario

Bargaining Unit Position

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) is looking for a vibrant Communications Specialist who will clearly and creatively promote ACCHO and its work. The ideal candidate thrives on exercising ingenuity, takes pleasure in both the small and large tasks involved in producing high-quality, accessible communications tools and campaigns, and is committed to social justice values. 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 Communications Specialist will be responsible for creating and maintaining internal and external communications for ACCHO while exercising creativity and meticulous attention to details. They will develop and implement communications strategies to promote ACCHO and its work. They will be responsible for ACCHO's social media channels, web assets and campaigns.

Core Competencies:

Key to the job is the ability to adeptly create, write and edit a variety of communications materials, including social media content. Experience in developing and implementing communications plans for public education and awareness campaigns is essential, as is experience in web publishing. We are looking for someone who takes great pride in their work, shows great 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 education in mass communication, public relations, journalism or a related discipline, or combination of post-secondary education and related experience.
2. At least five years experience working in communications, public relations or a related field.
3. Advanced knowledge and use of web and social media tools, and experience in web publishing.
4. Experience with developing and implementing communications plans for public education and awareness campaigns.
5. Understanding of HIV/AIDS issues within African, Caribbean and Black (ACB) communities and demonstrated experience working with ACB communities in Canada.
6. Ability to think strategically, conceptualize easily, link long-range vision and concepts to daily work, independently exercise good judgment and demonstrate initiative.
7. Ability to multi-task with meticulous attention to detail, work independently, and work as part of a team.
8. Superior oral and written communication skills, including copy editing ability.
9. Bring enthusiasm, a collaborative spirit and a broad-minded approach to the work.
10. Proficient with PC-based hardware/software including Outlook, Word, PowerPoint and Excel, and proficient in utilizing design tools as well as virtual tools and technology.
11. Ability to work in both French and English is an asset.

Status: Full-time, permanent, bargaining unit position

Reports to: Director

Salary Range: \$53,000 to \$60,000 plus benefits

Application process:

**Please send a CV and cover letter with “Communications Specialist”
in the subject line to: careers@accho.ca
by 5:00pm on Friday, September 9, 2022**

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.