



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 play an essential role in supporting the ACCHO team to infuse education, capacity building and learning throughout ACCHO's internal and external work. The ideal candidate thrives on utilizing a community development approach to assess and respond to community needs, takes pleasure in both the small and large tasks involved in the delivery of high-quality, accessible programming 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 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 training 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 responsive training and implementation plans, and synthesize and clearly communicate complex information from a variety of sources. Experience in developing and 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, 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 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. Understanding of HIV/AIDS issues within African, Caribbean and Black (ACB) communities and demonstrated experience working with ACB communities in Canada.
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. Bring enthusiasm, a collaborative spirit and a broad-minded approach to the work.
9. Proficient with PC-based hardware/software including Outlook, Word, PowerPoint and Excel, and proficient in utilizing virtual tools and technology.
10. Ability to work in both English and French 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 “Learning & Development Specialist”
in the subject line to: careers@accho.ca
by 5:00pm on Friday, September 2, 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.