



**The AIDS Committee of Durham Region (ACDR)**  
is currently accepting resumes for the position of

## **Black-African-Caribbean Community Outreach Coordinator**

### **Purpose**

Plans, coordinates, evaluates and implements the ACCHO (African & Caribbean Council on HIV/AIDS in Ontario) Strategy, assists with all agency education/prevention services for the ACDR with special emphasis on Black, African and Caribbean communities in our catchment area.

<b>Accountable to:</b>	The Executive Director
<b>Reports to:</b>	Manager, Education Services
<b>Category:</b>	Salary: (\$38,000 + benefits)
<b>Working conditions</b>	37.5 hours per week Must have access to a vehicle and have valid license Must be flexible to work evenings and weekends Must be able to work in a variety of settings

### **Responsibilities**

#### **1. Leadership**

1. Leads and coordinates the delivery of Black, Caribbean and African communities Education/Prevention programs.
2. Actively seek out opportunities to promote the program within the Black, Caribbean and African communities.
3. Recruit volunteers from the Black, Caribbean and African communities to assist with program delivery on Advisory Council.
4. Designs and implements program descriptions, including systems and guidelines for the delivery of the ACCHO Strategy.
5. Oversees the development and implementation of a regular evaluation process for all African/Caribbean Education/Prevention Programs.
6. Coordinates the identification of African/Caribbean education/prevention service user needs through consultation.
7. Coordinates and participates in community development and outreach with target groups of African/Caribbean Education/Prevention Programs.

#### **2. Education/Prevention**

In collaboration with the Director of Education:

1. Monitors Black, African, Caribbean AIDS prevention activities in the community.
2. Monitors community print material around Black/African/Caribbean HIV/AIDS and advocates for change when necessary and appropriate.
3. Develops program and curriculum for the education and prevention programs at ACDR.

4. Develops and facilitates workshops and presentations on issues of HIV/AIDS prevention and sexual health for the Black, African & Caribbean communities.
5. Develops evaluation tools for education/prevention activities.
6. Develops and facilitates agency wide Black History Month activities.

### **3. Community Relations/Social Marketing**

1. Develops and coordinates the promotion of Black/African/Caribbean educational services and programs.
2. Ensures the writing, production and distribution of Black/African/Caribbean promotional pamphlets, newsletters and other materials.
3. Seeks appropriate public speaking engagements and other opportunities to promote the services and programs of ACDR.

### **Qualifications**

- Post-secondary education in adult education, health promotion or related discipline or equivalent.
- Minimum one-year experience in the field of education/prevention.
- Strong knowledge of health promotion and community development philosophies and strategies.
- Strong verbal and written communication skills.
- Demonstrated experience in public speaking.
- Knowledge of community services.
- Minimum one-year experience working in the AIDS Service field/or comprehensive knowledge of HIV/AIDS in Canada.
- Demonstrated knowledge in adult education.
- Experience in designing, implementing and evaluating education programs.
- Demonstrated ability to work collaboratively with staff, volunteers, board and diverse stakeholders.
- Knowledge of and connection to the Black, Caribbean and African communities in Durham Region.

### **Skills**

- Strong group facilitation skills.
- Self-directed and able to take initiative.
- Proven organizational skills.
- Ability to work as a team member.
- Comfortable working with people of all backgrounds.
- Excellent understanding of HIV/AIDS.
- Sensitive to the issues of people living with HIV/AIDS.

Please contact Adrian Betts, Executive Director via e-mail to [jobs@aidsdurham.com](mailto:jobs@aidsdurham.com).

**The deadline for Submissions is: Wednesday April 9, 2014 @ 4:00 p.m.**

In accordance with GIPA & MIPA principles, people living with HIV/AIDS are strongly encouraged to apply.

No phone calls please.