



## Job Posting

### Manager, LGBT Programs

The Manager, LGBT Programs, reports to the Executive Director. Based in Barrie, Ontario, the position will have strategic and operational responsibility for ACSC's HIV/STI prevention and health promotion activities directed towards LGBT communities including new initiative development, people management, stakeholder engagement, and financial management.

ACSC is a registered, not-for-profit, charitable organization that was formed in 1989 as a response to the HIV epidemic in Simcoe County. The mandate of the organization is to support people living with and affected by HIV through prevention education, community development and individual and group support activities. ACSC is governed by a volunteer Board of Directors representing the agency's membership and provides strategic direction and vision to staff and volunteers in the pursuit of our mandate. We attempt to cover a large catchment encompassing a significant geographic territory with a mix of small and mid-sized urban environments and rural settings.

ACSC takes a broad, social determinants approach to our work that is based in social justice, health equity, and human rights. We are a community based organization that seeks to engage individuals, organizations, institutions and communities as partners and collaborators in the work we undertake.

The programs and services of ACSC have varied over the years depending on the state of the epidemic, financial and human resources, and external relationships. However, our commitment to addressing the root causes of HIV vulnerability, risk, and impact has remained steadfast.

In recent years, ACSC has experienced notable growth in programs, partnerships and community engagement, especially notable is the enhanced role as a champion of the health and wellness of LGBT\* (lesbian, gay, bisexual, and trans\*) communities in the Simcoe County region. These programs currently include LGBT youth drop-ins, programs and research activities for gay, bisexual, and other men who have sex with men, and trans\* education and support. In addition, we work closely with community partners to increase the capacity of businesses, health and human services to better serve LGBT individual and their families. This position will focus on consolidating existing programs and developing new programs and services for the LGBT community.

#### **Responsibilities:**

- Manage day-to-day operations of LGBT programs and services including planning, implementation, and monitoring cycles
- Develop new programs and services according to community needs and interests
- Develop and maintain strong, strategic partnerships that support collaboration and reduce duplication
- Hire, train and supervise all LGBT Programs staff and volunteers

- Lead and creates opportunities that build a strong staff and volunteer team
- Lead development and implementation annual work plans
- Manage budget effectively
- Monitor program outcomes and success rates to ensure program quality and impact
- Coordinate funded research project activities including study timeline, budget, communications, training, and KTE activities
- Research new funding opportunities for programs and initiatives for LGBT-related programs and develops proposals in consultation with Executive Director
- Develop all programs progress reports as per funders' requirements and submit them to the Executive Director in a timely manner
- Work with educational institutions to recruit students/interns for placement, in order to strengthen the work of the organization
- Other administrative and operational duties and responsibilities as required

**Qualifications:**

- Formal education in a relevant field of study (social science, health promotion, social work, adult education or any related fields) and/or the equivalent combination of education and work experience
- At least five years' experience working in the HIV/STI, LGBT, or health promotion field
- Strong understanding of health and social issues and factors relevant to LGBT communities
- Experience conducting research and applying it to program, service, and/or policy development
- A demonstrated working knowledge of the HIV/LGBT sectors, their services and systems and strong working relationships within these sectors
- Experience in establishing and sustaining effective liaison and partnerships with other organizations and services, both government and non-government
- Superior project management skill and experience in financial, human resource, administration and program management
- Demonstrated commitment to community development, engagement, and accountability practices
- Experience managing volunteers and/or staff
- Excellent communication and interpersonal skills
- Ability to work independently and on a flexible schedule
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- Experience in program management and delivery
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- Ability to work independently and on a flexible schedule
- Demonstrated understanding of community programs and services for LGBT individuals, communities, and their families
- Commitment to social justice, diversity, equity, and anti-oppression principles

- Superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills including proficiency in English. French is an asset
- Valid driver's license with regular access to a reliable vehicle for work related duties an asset

ACSC is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

Competitive salary and health benefits package offered. Start date May 1, 2014.

Please forward CV and cover letter to [ed@acsc.ca](mailto:ed@acsc.ca) by noon, **March 21, 2014**.