



**EXTERNAL JOB POSTING:  
RESEARCH COORDINATOR  
AFRICAN, CARIBBEAN AND BLACK FAITH COMMUNITIES REDUCING HIV-RELATED  
STIGMA**

**POSTING DATE:** Monday, January 5, 2015

**CLOSING DATE:** Friday, January 16, 2015

**STATUS:** Contract, Full-time (5 days per week, 37.5 hours per week for 3 years)  
Bargaining unit position, Category 1  
Hiring Range: \$46,834 to \$47,960

## **JOB DESCRIPTION**

Reporting to ACT's Director of Research and Program Development, the coordinator will assist a multi-stakeholder team to (a) develop, implement and evaluate an intervention to reduce HIV-related stigma among African, Caribbean and Black (ACB) faith communities in selected sites in Ontario, (b) implement a strategy to share with ACB and other stakeholders the knowledge and experiences generated by the intervention, and (c) assess the interest in and potential for stigma-reduction among ACB faith communities at other sites in Ontario and throughout Canada. Specific duties and responsibilities will include, but are not limited to the following:

## **RESPONSIBILITIES**

### **Community Development**

- Provide support to the researchers and advisory committees, coordinate their activities, and develop working relationships with other interested and relevant stakeholders in Windsor, the Greater Toronto Area, Kitchener-Waterloo, Ottawa and elsewhere in Ontario.
- Identify possible community partners, and collaborate with relevant stakeholders involved or interested in HIV/AIDS research initiatives.
- Promote and publicise ACT's research and dissemination activities to generate interest and support among relevant stakeholders, using appropriate methods and approaches
- Develop, organize, and coordinate KTE (knowledge translation and exchange) and capacity building activities.
- Carry out other community development tasks as required.

### **Research**

- Assist with designing and disseminating study materials, and implementing data collection tools and protocols.

- Coordinate data collection activities (surveys, needs assessments, focus groups, one-on-one interviews) at study sites in Ontario.
- Assist in publicising the research, developing recruitment materials, and recruiting study participants.
- Supervise the transcription of interviews.
- Manage and analyze quantitative and qualitative research data.
- Conduct literature reviews
- Prepare reports, fact sheets, briefs, manuscripts, abstracts and other publications.
- Work with research teams and community advisory committees to develop and implement targeted KTE activities.
- Assist with developing funding proposals and applications
- Prepare submissions to research ethics boards (REBs), and track REB deadlines
- Carry out other research tasks as required.

### **Project Management**

- Develop research plans and timelines, and track the progress of the research.
- Ensure safe handling and storage of the research data.
- Coordinate the activities (meetings, workshops, presentations, project deadlines) of project teams and advisory committees.
- Organize meetings for research initiatives and the research program, and take minutes.
- Act as a liaison with team members and research personnel, and coordinate communication both within the project team and between the project team and other stakeholders.
- Coordinate the activities of research assistants.
- File and store print and electronic documents where appropriate.
- Carry out other project management tasks as required.

### **Other Administrative and General Duties**

- Prepare monthly or quarterly progress reports outlining research activities and progress.
- Monitor and report on project budgets.
- Assist with preparing project report for funders.
- Respond to telephone and email inquiries, where appropriate.
- Carry out other administrative tasks where necessary.

### **Volunteer Coordination**

- Where necessary, recruit, train and coordinate volunteers to assist with developing or implementing research, KTE, and capacity building initiatives

### **Qualifications**

- Strong understanding of the evolving HIV epidemic in Ontario, and the issues that impact the lives of diverse people living with and affected by HIV, particularly among African, Caribbean and Black communities in Ontario.
- Familiarity with trends in HIV/AIDS social and behavioural research.

- A post-secondary degree, preferably at the Master's level, and preferably in health, social science or a related field, or a combination of education and related experience.
- At least 2 years of related research experience.
- Excellent project management skills and demonstrated ability to implement research projects.
- Experience managing and analyzing qualitative and/or quantitative data, combined with analytical problem solving skills.
- Fully proficient with business software (word processing, spreadsheets, etc.), data management and analysis software, applications to manage references and bibliographies, and internet-based research tools.
- Excellent written and oral communication skills.
- Ability to work independently, be self directed and function effectively in a team environment.
- Ability to work with African, Caribbean and Black communities, including people living with HIV.

In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

## **APPLICATION PROCESS**

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers  
 AIDS Committee of Toronto  
 399 Church Street, 4<sup>th</sup> Floor, Toronto, ON M5B 2J6  
 Email: [careers@actoronto.org](mailto:careers@actoronto.org)  
 Fax: 416.340.8224

Please visit our website for more information: [www.actoronto.org](http://www.actoronto.org).

We thank all candidates for their interest in the work of ACT; but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

**The AIDS Committee of Toronto (ACT) is committed to employment equity and fair and accessible employment practises. ACT encourages people living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process.**