



Ontario Aboriginal HIV/AIDS Strategy ~ Toronto

7 Hayden Street
Toronto, Ontario
M4Y 2P2

Oahas

Ph (416) 944-9481 Fax: (416) 944-0541 Email: info@oahas.org Web: www.oahas.org
Business Number 85197 0749 RR0001

Full Time Employment Opportunity

Executive Director

Location: Toronto

Reports to: Board of Directors

Salary: \$65,000 - \$76,900

The Board of Directors (BOD) is currently seeking a highly motivated and experienced Executive Director who is committed to the goals and principles of the Ontario Aboriginal HIV/AIDS Strategy (Oahas).

Oahas is a non-profit organization providing culturally respectful and sensitive programs and strategies to address the needs of the shifting HIV/AIDS epidemic, and related issues that affect Indigenous people and communities in Ontario. Our work focuses on promotion, education & prevention, access, long term care, treatment and support initiatives consistent with principles of harm reduction and the teaching of non-interference. Our goal is to work with Indigenous leadership and other decision-makers until the disease no longer affects Indigenous people.

We have sixteen staff in eight regional offices located in urban centres throughout the province of Ontario, with the goal of making available all regional outreach and support services to all Aboriginal individuals and communities, schools and other service organizations. These services include HIV/AIDS workshops and information sessions, health promotion sessions, healthy sexuality workshops, and individual counselling and referrals.

Under the direction and guidance of the BOD, the Executive Director will be responsible for the following:

Core Responsibilities:

- Overseeing financial and administrative operations of the organization, including providing supervision and direction to staff and programs across the province
- Developing and reviewing policies related to the organization's goals, principles, and direction
- Identifying and connecting with appropriate research initiatives and program development
- Providing representation and advocacy related to the organization's mandate at the community, sector, committee and governmental levels
- Facilitating a safe, productive and learning environment, and addressing any inter- and intra-agency conflicts, should they arise
- Overseeing the strategic planning, policy development, project management and program implementation processes of the agency
- Maintaining a positive working relationship and communication with the BOD, which includes attending monthly board meetings, providing monthly reports to the BOD, and ensuring the BOD is informed of all important matters that could potentially impact Oahas

- Reviewing, analyzing and evaluating the programs and services offered by Oahas, and ensuring these meet the established targets and objectives outlined by funders
- Engaging in ongoing professional development to increase and improve knowledge and skills required for the position and betterment of the organization

Qualifications:

- University degree in social work, social sciences, or related field (preferably completion of studies at the graduate level)
- A minimum of five (5) years of senior management experience, including managing a significant annual budget
- Awareness of Indigenous cultures and issues affecting Indigenous peoples and communities
- Strong understanding and commitment to the philosophy and practice of harm reduction
- Demonstrated ability to provide team leadership and capacity to supervise up to 20 staff
- Demonstrated ability to communicate effectively during a conflict and/or other situations that may require tact, diplomacy and discretion
- Ability to develop and maintain strong working relationships with community and provincial partners, service organizations and governmental representatives
- Excellent oral and written communication and public relations skills
- Highly motivated, self-driven and able to work with little direct supervision, and ability to manage time effectively in order to meet strict deadlines
- Demonstrated proposal writing and fundraising skills, strong understanding of finance and budget administration, and fluency using Microsoft Office applications (Word, Excel, Power Point, Outlook etc.)
- The successful candidate will need to be able to travel extensively across the province, as per the requirements of the position
- Knowledge of community resources available to APHAs and PHAs across Ontario is considered a strong asset
- Possesses a strong knowledge of and commitment to GIPA & MEPA principles, or willingness to learn and adopt GIPA & MEPA principles into practice
- In-depth knowledge of, or willingness to learn about intersecting factors affecting people living with HIV/AIDS, such as health, gendered, social, sexual, economic & political factors
- Experience with strategic planning process or ability to speak an Indigenous language would be considered an asset
- A valid driver's licence and clean driving abstract would be an asset
- The successful candidate will be required to provide CPIC and credit check, as it relates to the signing authority requirements of this position

INDIGENOUS PEOPLE LIVING WITH HIV/AIDS ARE PARTICULARLY ENCOURAGED TO APPLY

Please submit cover letter and resume electronically to Duane Morriseau-Beck, Board Chair at oahaspresident@gmail.com

Application deadline is **5:00 pm, Tuesday, May, 23, 2017**. We thank all applicants for their interest in this rewarding opportunity with Oahas. Only candidates selected for an interview will be contacted.