

Job Details

MAX, Ottawa's Health Connection for Guys Into Guys

Related Job Categories

Communications
Outreach
Social Media
Gay Men's Health

Position Type

Fixed-term contract
February-March 2018

Region

National Capital Region

Location

Downtown Ottawa

Application Deadline

January 28th, 2018
Interviews will start on January 29th

Tentative Start Date

February 5th, 2018



Event Support Coordinator
(Fixed-term contract)

At MAX (formerly the Ottawa Gay Men's Wellness Initiative - OGMWI) we envision a community of self-affirming gay, bisexual, two-spirit, queer, and other guys who are into guys, whether cis or trans (GBT2Q) caring for themselves, caring for each other, and enjoying complete health equity. We focus particularly on mental health issues, building resiliency, and creating a network of services that can support and promote the wellness of guys into guys in the Ottawa region.

We are looking for a dynamic and self-motivated Event Support Coordinator to coordinate the organization of different community events targeting guys into guys, particularly those at the intersection of multiple inequities, including newcomers and refugees, Indigenous, guys of colour, trans, and those living with disabilities.

Responsibilities

- Coordinate the planning of community events, including Behind The Scene, Community Forums, Pride-related events, and others as required.
- Support the community outreach events targeting guys into guys, particularly those at the intersection of multiple inequities including newcomers and refugees, Indigenous, guys of colour, trans, and those living with disabilities.
- Support the promotion of the events.
- Support the events' knowledge translation and exchange.
- Hosts and facilitates events as needed.
- Coordinate the recruitment, training, and supervision of volunteers for the events.
- Coordinate the formative research necessary for each event.
- Ensure the accessibility for the events.
- Support the Community MAXimizers program.
- Other duties as assigned.

Qualifications

Basic Requirements (These requirements must be met before the candidate will be considered for an interview)

- Bachelors degree in a relevant discipline or other college diploma or university degree with experience in a relevant field (current students are welcome to apply).
- Strong digital media skills, including social media and graphic design.
- Strong written and oral communication skills (in English).
- Experience working with programs for GBT2Q men.
- Experience in event organization and promotion.
- Experience in work-planning, project management, and reporting.

Rated Requirements (These requirements will be rated at an interview)

- Experience in a community-based organization is an asset.
- Knowledge of the GBT2Q communities and their health realities.
- Ability to make and drive a work-plan.
- Ability to work in French is an important asset.

Personal Suitability

- Persuasive and socially adept.
- High levels of initiative and creativity.
- Strong public relations and public speaking skills.
- Technology savvy (Microsoft Office, Adobe Suite, etc.).

Position Conditions

- This is a fixed-term contract for February and March 2018.

How to Apply

- Interested parties may submit their cover letter and résumé to roberto@maxottawa.ca by midnight EST on January 28th, 2018 (Interviews will start on January 29th).
- We thank all candidates for their interest in the work of MAX; but only candidates selected for an interview will be contacted.

MAX is committed to employment equity and welcomes applications from historically disadvantaged groups. Self-identification by candidates is completely voluntary.