

**Job Details**

MAX, Ottawa's Health Connection for Guys Into Guys

**Related Job Categories**

Mental Health  
Social Work  
Gay Men's Health

**Position Type**

30 hours a week

**Region**

National Capital Region, in the unceded and unsurrendered Algonquin territories

**Location**

Downtown Ottawa

**Application Deadline**

May 19<sup>th</sup>, 2019  
Interviews will take place on May 21<sup>st</sup>-22<sup>nd</sup>

**Start Date**

June 24<sup>th</sup>, 2019



## Community Engagement Support Coordinator

MAX Ottawa is a community-based organization that focuses on maximizing the health and wellness of gay, bisexual, Two-Spirit, queer, and other guys who are into guys, both cis and trans (GBT2Q), in the Ottawa region. MAX is on the ground, reaching out to guys into guys where they meet and socialize, raising awareness, providing prevention and education materials, and getting them connected to information and resources. We offer individual, group, and community support and education services by and for guys into guys, and we work with the health-care providers that serve our communities.

We are looking for a dynamic and self-motivated Community Engagement Support Coordinator to coordinate the development, implementation and evaluation of the volunteer and other community leadership programs, ensuring that the work is rooted in equity and social justice by making proactive efforts to reach out to guys into guys at the intersection of multiple inequities, including newcomers and refugees, Indigenous, guys of colour, trans, and those living with disabilities.

***Responsibilities***

- Coordinates the development, implementation and evaluation of the volunteer program, including recruitment, orientation, ongoing training, and recognition of volunteers.
- Supports the development, implementation and evaluation of the Community Trainees program.
- Supports the development, implementation and evaluation of the Totally outRIGHT Ottawa program.
- Supports the development, implementation and evaluation of the Community MAXimizers program.
- Supports community leaders with the implementation and evaluation of their Community MAXimizer projects.
- Supports the local implementation of the Advance Alliance activities, which includes attending certain team meetings.
- Presenting on behalf of the organization at conferences, forums, network meetings, or other educational and learning spaces.
- Supports other programs and initiatives as needed.
- Other duties as assigned.

## ***Qualifications***

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

- Bachelor's degree in a relevant discipline (i.e: social work, communications, human resources, event planning, population health, public relations), OR college degree with at least three years significant related experience.
- Demonstrated experience in managing peers workers and volunteers.
- Strong written and oral English communication skills.
- Intake, group facilitation and/or counselling experience.
- Experience working with programs for GBT2Q guys.
- Experience in work-planning, project management, and customer service/public relations.

**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 our health realities.
- Ability to make and drive a work-plan.
- Ability to establish and maintain partnerships.
- Ability to work in French or Arabic is an important asset.

## **Personal Suitability**

- Active listener and empathetic.
- Persuasive and socially adept.
- Dynamic and self motivated
- High levels of initiative and creativity.
- Technology savvy (Microsoft Office, Mail Chimp, Social Media, etc.).

## ***Position Conditions***

- Four days a week (30 hours) with benefits after probation.

## ***How to Apply***

- Interested parties may submit their cover letter and résumé to [roberto@maxottawa.ca](mailto:roberto@maxottawa.ca) by midnight EST on May 19<sup>th</sup>, 2019 (Interviews will take place on May 21<sup>st</sup> and 22<sup>nd</sup>)
- 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.***