

Job Details

MAX, Ottawa’s Health Connection for Guys Into Guys

Related Job Categories

Gay Men’s Health
Youth Leadership
Sexual Health
Community
Development

Position Type

16-week Contract
15-20 hours / week
Aug 31st to Dec 20th.

Region

National Capital
Region

Location

Downtown Ottawa

Application Deadline

August 14th, 2020

Tentative Start Date

August 31st, 2020



Bilingual Program Facilitator

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.

Job Description

We are looking for a Bilingual Program Facilitator to support our organization in implementing bilingual programming. The Bilingual Program Facilitator will lead the development, implementation and evaluation of both Totally outRIGHT and the Skills for Anxiety program.

Totally outRIGHT is a leadership workshop series for young gay and bi guys interested in being healthy, smart and sexy trendsetters in Toronto. It consists of HIV, STI and sexual health education through a community intervention that focuses on fostering sexual health leadership in young (18 to 29) gay and bisexual men and welcomes young men living with HIV, men who are trans and identify as male and gay/bi, and men from diverse communities.

The Skills for Anxiety program is a free 8-week closed group for guys who are into guys (Cis, Trans and Non-Binary) of all ages who are living with anxiety. The group aims to provide participants additional skills to manage everyday stressors.

The Bilingual Program Facilitator reports to the Community Programs Manager.

Responsibilities

- Learning and understanding content of Totally outRIGHT and Skills for Anxiety.

- Translates materials for both Totally outRIGHT and Skills for Anxiety (English to French).
- Supports the recruitment of a Skills for Anxiety co-facilitator.
- Leads the coordination, facilitation and evaluation of an 8-week Skills for Anxiety group in French
- Assists with learning modules of the Totally outRIGHT learning plan.
- Sets curriculum and booking faculty (speakers) for each learning module.
- Coordinates participant recruitment strategy.
- Assisting with facilitation by encouraging participation of Totally outRIGHT attendees in discussions, projects, and exercises during sessions.
- Facilitates both the setup and take down for Totally outRIGHT sessions, including catering, planning, coordination and materials preparation.
- Compiles a summary of each session and collates/summarizes session evaluations.
- Keeps attendance and provides follow-up support to participants who are absent.
- Drafts communications for participants (weekly reminders and immediate follow-up communications to graduates).

Qualifications

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

- Since this position is funded by ESDC's Canada Summer Jobs program, candidates must:
 - o Be between 15 and 30 years of age at the start of the employment
 - o Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - o Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Bilingual (French/English)
- Experience with group facilitation
- Informed about current health issues affecting guys into guys.
- Ability to work independently and as part of a team.
- Experience with basic Microsoft Office programs (MS Excel, MS Word and MS PowerPoint) required.
- Excellent organization and planning skills.
- Excellent communication skills (verbal, written, and visual).
- Ability and comfort speaking in public/groups.
- Sensitive to issues of diversity among various communities of guys into guys in Ottawa.
- Ability to work flexible hours.
- Punctual and able to communicate with others appropriately when late.
- Ability to maintain confidentiality.

Personal Suitability

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

Position Conditions

- This is a part-time position. The employee should be expecting to work 15 to 20 hours per week.

How to Apply

- Interested parties may submit their cover letter and résumé to matt@maxottawa.ca by midnight EST on August 14th, 2020.

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