

**Job Details**

MAX, Ottawa's Health Connection for Guys Into Guys

**Related Job Categories**

Gay Men's Health  
Social Work  
Sexual Health  
Community Development

**Position Type**

7-month contract  
Aug 31<sup>st</sup>, 2020 to  
March 31<sup>st</sup>, 2021  
Full time, 37.5 Hours /  
Week

**Salary**

55,000\$ Yearly

**Region**

National Capital  
Region

**Location**

Downtown Ottawa

**Application Deadline**

August 14<sup>th</sup>, 2020

**Intervention Development 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.

***Job Description***

The Intervention Development Coordinator will work with the Community Program Manager to develop, implement and evaluate intervention that will aim to increase access and uptake of sexual health services within GBT2Q communities. This position is funded by the community action fund provided by the Public Health Agency of Canada. The candidate should be well versed in sexual health status of GBT2Q communities and have a natural aptitude for program development and implementation.

This position also helps ensure that our 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, racialized, trans, and those living with disabilities. This position requires excellent organizational skills, an ability to manage workflow and supervising volunteers who support these interventions.

***Responsibilities***

- Coordinates the development, implementation and evaluation of pilot interventions aimed at increasing access and uptake of sexual health services for GBT2Q communities
- Coordinates the development, implementation, and evaluation of a cultural competence training program aiming to increasing health care providers' capacity in working with GBT2Q communities

**Tentative Start Date**

August 31<sup>st</sup>, 2020

- Coordinates education activities aimed at increasing access and update of PEP and PrEP amongst GBT2Q communities
- Coordinates the ongoing implementation of the communication strategy related to the [www.Equipyourself.ca](http://www.Equipyourself.ca) campaign
- Works collaboratively with a diverse range of community, research and health system partners to ensure best practices are implemented in intervention development
- Coordinates consultations with communities when developing interventions to ensure practices are rooted in community needs and priorities
- Coordinates the human resources (peers or volunteers) working on the pilot interventions
- Participates in the development of community engagement activities
- 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/services, social science, public administration, gender studies, project management, population health) OR college degree with at least three years of significant related experience.
- Strong written and oral English communication skills.
- Experience in intervention development.
- Experience in program evaluation and monitoring.
- Demonstrated experience in supervising peer workers and volunteers.
- Group facilitation, coaching and/or counselling experience.
- Experience working with programs for GBT2Q guys.
- Experience in work-planning, coordination and project management.
- Experience in customer service/public relations.
- Ability to draft evaluation reports.

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.
- Knowledge of sexual health, HIV intervention and prevention within GBT2Q communities.
- Ability to establish and maintain partnerships.
- Ability to work in French or other languages is an important asset.

Personal Suitability

- High levels of initiative and creativity.
- Good sense of organization.

- An empathetic, active listener.
- Persuasive and socially adept.
- Dynamic and self-motivated.
- Very high level of oral and written communication.
- Technology savvy (Microsoft Office, social media, etc.).

***Position Conditions***

- This is a full-time position. The employee should be expecting to work 37.5 hours a week.

***How to Apply***

- Interested parties may submit their cover letter and résumé to [matt@maxottawa.ca](mailto:matt@maxottawa.ca) by midnight EST on August 14<sup>th</sup>, 2020.
- ***MAX is committed to employment equity and welcomes applications from historically disadvantaged groups. Self-identification by candidates is completely voluntary.***