



PEER N PEER PROJECT COORDINATOR

Hybrid work environment, split between in-office and remote (within the National Capital Region)

Hours: Full-time (37.5 hours per week)

Term: to March 31, 2027, subject to continued funding, with possibility of extension

Salary range: \$50,000 - \$55,000, commensurate with experience

Comprehensive and competitive benefits package

Start date: Immediately

Reports to: Executive Director

ABOUT MAX:

MAX Ottawa has been working to improve the health and wellbeing of queer and trans men in the National Capital Region for over 20 years. As a community-based organization with a history in the HIV response, MAX is on the ground, meeting community members where they're at, and offering social and support services, information, and referrals that meet their needs. MAX also works with healthcare and other service providers to improve the quality of care available in the region.

Our team is evolving to meet the ever-changing needs of our communities, rolling out new tools, and expanding our programming. You'll be joining a dedicated group of peers who are committed to having a meaningful impact for our friends, lovers, and neighbours.

ABOUT THE JOB

This is a peer-based position. The successful candidate must have lived experience or significant familiarity with sexualized drug use (Party and Play, PnP, Chemsex).

The Peer n Peer Project Coordinator is responsible for overseeing the implementation of MAX's harm reduction program for 2SGBTQ+ men and transmasculine non-binary people as part of a five-year funded project. The project, which began in 2022, will continue until at least March 2027. The Coordinator will organize the work of project staff and volunteers to ensure core objectives are met and will collaborate with others on the MAX team to ensure outreach and education efforts are successful.

These activities are rooted in MAX's mission, vision, and values and advance the goal of improved health outcomes among 2SGBTQ+ men and transmasculine non-binary people in the National Capital region.

CORE RESPONSIBILITIES:

- Oversee all aspects of the project and ensure sufficient progress on funded deliverables within the established budget and timelines
- Recruit and manage the Safer Partying Advisory Committee, a community advisory committee of 2SGBTQ+ men who use drugs
- Work with the Community Programs Coordinator to recruit for and manage the following psychoeducational support groups:
 - *Spill the Tea*, an annual educational workshop for 2SGBTQ+ men who use drugs
 - *Tea Party*, a drop-in support group for 2SGBTQ+ men who use drugs who want to modify or have questions about their drug use
 - *After the Party*, a short-term closed group session for 2SGBTQ+ men who use drugs who want to reduce or stop their drug use
 - *SPUNK*, a short-term closed group session for 2SGBTQ+ men who use drugs who want to learn harm reduction techniques to incorporate into their lives
- Work with the Navigation and Training Coordinator to update or develop training resources for healthcare service providers to improve the quality of care available to 2SGBTQ+ men who use drugs
- Work with the Navigation and Training Coordinator to map the navigation pathways available to 2SGBTQ+ men who use drugs who are looking for culturally safe and stigma-free support in the National Capital Region
- Oversee the Tea 2 Go program, which distributes safer drug use and safer sex supplies to community members
- Work with the Navigation and Training Coordinator to develop and maintain relationships with front-line healthcare service providers, researchers, public health officials, and others connected to healthcare provision for 2SGBTQ+ men and transmasculine non-binary people who use drugs in the National Capital region
- Participate in the programming of the Gay Men's Sexual Health Alliance, as needed

- Oversee the work of volunteers, trainers, and group facilitators, as needed
- Collaborate with the rest of the MAX team to ensure coordination and integration of resources, programs, and services across the organization.

The Coordinator is also responsible for the following general and administrative areas:

- Developing an annual workplan in collaboration with management
- Developing and managing an annual project budget in collaboration with management
- Overseeing the incorporation of evaluation metrics across all programming
- Collecting and reporting on relevant data
- Monitoring and reporting on budget and spending throughout the year
- Ensuring the accurate and timely collection of participant data, including contact information, and maintaining the privacy standards as set out in MAX policies
- Providing information to clients about programs and services, both internal and external, as required
- Building and maintaining solid working and supportive relationships with service users, volunteers, external agencies, and other staff

In addition to compliance with all organizational policies and procedures, the Coordinator is expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

QUALIFICATIONS

- Significant experience working in a harm reduction program and/or a community setting, working with marginalized people and people who use drugs
- Relevant post-secondary degree or diploma (social work, mental health, nursing, community development, etc.) or equivalent experience in a related field
- Minimum of three years of related work and/or volunteer experience within the community health and social services sector, or related field(s)

- Demonstrated experience and knowledge of the range of experiences related to drug and alcohol use among 2SGBTQ+ men and transmasculine non-binary people, especially related to sexualized drug use
- Demonstrated experience and knowledge of the complexity of health issues that impact both 2SGBTQ+ people and people living with HIV or AIDS, and an understanding of the ways that other intersecting identities shape lived experience (e.g. race, gender identity, gender expression, disability/ability, immigration status, etc.)
- Strong interpersonal, communication, collaboration, and organizational skills
- Proven ability to initiate and foster partnerships
- Ability to work both independently and as a team member
- Experience supporting a team of volunteers
- Clear understanding of and commitment to working through harm reduction, queer liberation, and sex positive frameworks.
- Proficiency in using digital communications and work tools, including Google Suite, Microsoft Office, Slack, Zoom, and Teamwork
- Willingness and ability to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- English–French bilingualism or multilingualism is an asset.

MAX is an equal opportunity employer and people who have experienced marginalization are highly encouraged to apply. This includes people living with HIV, racialized people, gay, bisexual, or queer people, trans or gender non-conforming people, and people with disabilities.

TO APPLY

Please submit a cover letter and resume to applications@maxottawa.ca. The posting will remain open until it is filled, and the application review process will begin on Monday, December 4.