



## COMMUNITY PROGRAMS COORDINATOR

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

**Hours:** Full-time (37.5 hours per week)

**Term:** Indeterminate

**Salary range:** \$55,000 - \$60,000, 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**

The Community Programs Coordinator is responsible for overseeing and supporting all community-facing programming at MAX. The Coordinator will work with group facilitators to ensure that this programming meets organizational goals, standards, and reporting requirements. This programming includes social groups, support groups, and psychoeducational support programs.

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:**

- Support the recruitment and training of social, support, and psychoeducational group program facilitators;
- Support the work of facilitators for all community-based programming, including:
  - *Keeping It 100*, a social group for queer Black men
  - *TOMQ*, a support resource for men engaged in sex work
  - *Now What?*, a social group for older gay men
  - *Queerspora*, a support group for queer newcomers
  - *MAXpress Yourself*, an art-based health promotion social group
  - *Totally Outright*, a leadership development program
  - Any additional groups that are established
- Support the development of group program facilitators and volunteers in terms of leadership and organizational skills, understanding of core community issues, and other capacity building, as needed;
- Coordinate and support the research, development, and implementation of peer-based psychoeducational support group programming for 2SGBTQ+ men and transmasculine non-binary people, with dedicated programming developed for people living with, or affected by, HIV and AIDS;
- Coordinate the work of program volunteers and group facilitators, as needed;
- Work with group facilitators to plan annual programming and ensure the appropriate topics are covered in programming;
- Work with the Events and Outreach Coordinator to develop and maintain relationships with other community-based organizations and groups, including:
  - Community and inclusive sports leagues
  - Community event organizers
  - Community hobby groups
  - Groups dedicated to engaging and supporting people living with HIV;
- Develop community-facing education and training resources focused on health, including sexual health and STI testing, treatment, and care;

- Participate in the programming of the Gay Men’s Sexual Health Alliance, including attend meetings, contribute to campaign development, and attend training;
- 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 program 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**

- Relevant post-secondary degree or diploma (social work, mental health, 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 working experience with practices and philosophies of peer support models used for group facilitation, training, and supervision;

- Demonstrated success in coordinating and facilitating group-based programs;
- 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.);
- Ability to proactively identify and solve problems and respond well to changing circumstances;
- 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, anti-colonial, 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](mailto:applications@maxottawa.ca). The posting will remain open until it is filled, and the application review process will begin on Monday, December 4.