



PEER FACILITATOR – QUEERSPORA

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

Hours: Part-Time (2-4 hours per week)

Term: One year initial contract, with possibility of extension

Pay range: \$25 per hour, commensurate with experience

Start date: Immediately

Reports to: Community Programs Coordinator

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 part-time, peer-based position. The successful candidate must have lived experience as an immigrant or refugee to Canada or significant familiarity with the lived experiences of immigrants and refugees in Canada.

The Peer Facilitator is responsible for coordinating group programming for community members—specifically the program Queerspora, a peer-based sexual health education program for newcomers delivered in partnership with Capital Rainbow Refuge. 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:

- Coordinate and facilitate monthly community programming for queer and trans immigrants and refugees, including *Queerspora*;
- Ensure that discussion topics represent a balance of community interests;
- Ensure that discussion topics are reflective of MAX's programmatic and health promotion goals;
- Ensure that programming is reflective of the diversity of the community, is trauma-informed, and accounts for the needs of community members with disabilities and those who speak languages other than English;
- Coordinate the scheduling, materials preparation, set-up, and tear-down of monthly community programming sessions;
- Collaborate with other MAX staff to ensure accurate data collection and reporting, including attendance lists, participant evaluations, guest speakers, topics of discussion, and other activities;
- Ensure all necessary data are uploaded into the appropriate reporting systems, including OCHART;
- Collaborate with other MAX staff to ensure program promotion and recruitment needs are met;
- Support the work of partners like *Capital Rainbow Refuge*, as needed;
- Assists the Manager of Community Development with the recruitment, training, and management of volunteers related to the programming;
- Present on behalf of the organization at conferences, forums, network meetings, or other educational and learning spaces when required.

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

- Tracking time spent on program activities;
- Ensuring that work is reflected accurately in project management tools;
- 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 Facilitator 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 building relationships.

The Facilitator will also be expected to perform other duties as assigned, provided they are within the Facilitator's capacity and skillset.

QUALIFICATIONS

- 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 with, or an eagerness to learn, group facilitation and peer support.
- 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.
- Bilingualism—in particular French, Spanish, or Arabic—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 Wednesday, February 21.