

Position Title:	Administrator, Hepatitis C Ethnocultural Outreach & Social Marketing Project
Service:	Communications and Social Marketing
Reports to:	Director, Communications and Social Marketing
Position(s) Supervised:	none
Status:	Full time / Contract (contract ends March 31, 2012)
Location:	Toronto, Ontario
Posting Date:	November 4, 2011

**About CATIE:**

CATIE is Canada's source for up-to-date, unbiased information about HIV and hepatitis C. We connect people living with HIV or hepatitis C, at-risk communities, healthcare providers and community organizations with the knowledge, resources and expertise to reduce transmission and improve quality of life.

**Primary Role:**

Provides administrative support for the Hepatitis C Ethnocultural Outreach and Social Marketing Project community consultations.

**Key Responsibilities:**

1. Working in collaboration with the Coordinator, Hepatitis C Ethnocultural Outreach & Social Marketing Project, to assist with the execution of community consultations that engage immigrants from China, India, Pakistan and the Philippines across Ontario by:
  - a. Maintaining contact databases;
  - b. Assisting with communications with stakeholders including project updates;
  - c. Assisting with the planning, logistics and documentation of workshops held at different sites;
  - d. Maintaining evaluation data from workshops;
  - e. Researching media health campaigns targeted at ethnocultural groups;
  - f. Researching media outlets and channels relevant to the project's communications;
  - g. Providing clerical support for the administration of contract agreements and honoraria payments for participants;
  - h. Providing administration support of the transit and childcare subsidies for council and workshop participants.
2. Participating in staff meetings and planning processes as needed;
3. Contributing to internal communications and a healthy work environment;
4. Other duties as assigned.

**Knowledge and Skills Required:**

1. Superior written, communication and organizational skills in English;
2. Proficiency in at least one of the following languages: Mandarin, Cantonese, Punjabi or Urdu;
3. Experience working in ethnocultural community-based work, the not-for-profit sector and/or health sector is highly desirable;
4. Demonstrated ability to work independently, to set priorities and work schedules to meet deadlines, and the ability to be tactful, discreet and sensitive to confidential matters.

**About the Project:**

The Hepatitis C Ethnocultural Outreach & Social Marketing Project is an Ontario-wide community outreach project that will:

- a) identify and develop relationships with ethnocultural organizations in order to support a multi-pronged hepatitis C communications and social marketing campaign designed to reach at-risk ethnocultural and newcomer communities from countries with a high hepatitis C prevalence, and
- b) inform the development of a communications strategy to encourage people who may have acquired hepatitis C through the blood system to get tested.

Project activities include:

- a) the recruitment and administration of four community advisory councils that will inform the development of resources and workshops;
- b) the planning, delivery and evaluation of workshops in community agencies;
- c) the integration of community feedback and recommendations into a media strategy to raise awareness of hepatitis C in the target communities.

CATIE is committed to employment equity and encourages applications from: people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.

Interested applicants should visit our web site at [www.catie.ca](http://www.catie.ca) .

E-mail responses preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

**Deadline for applications:** November 18, 2012

**Submit applications to:** [jobs@catie.ca](mailto:jobs@catie.ca)

**NOTE:** To reduce the number of “spam” responses to this posting, respondents must include the following text in the Subject line of your e-mail: **CATIE Job HCV Ethno**