

Position Title:	Resource Development Coordinator, HIV
Service:	Knowledge Exchange
Reports to:	Associate Director, Health Information Resources
Position(s) Supervised:	None
Status:	Full-time; 12-month contract
Location:	Toronto, Ontario
Posting Date:	July 4 2018

A. About CATIE:

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

B. Primary Role:

The role is responsible for coordinating the development of health information resources created by CATIE, including project management of writing, editing review, translation, layout and publication online and in print. Works across internal teams and with external stakeholders to ensure timely completion of projects. Adapts content for diverse audiences, particularly people living with or at risk of HIV or hepatitis C. Supports other organizational content development projects as required.

This full-time contract position is supervised by the Associate Director, Health Information Resources, and is based in the CATIE office in Toronto.

Please note that this is one of two resource development coordinator positions. Candidates are invited to apply for either or both positions, as appropriate, based on their skills and experience.

C. Key Responsibilities:**Job Responsibility #1: Coordination of Health Information Resource Development (80%)**

Responsible for project management support of selected resources, including:

- Striking project teams, arranging meetings during the project
- Commissioning writers, editors and other suppliers
- Contacting and arranging involvement of community and medical experts

- Managing the editing and review process, including sending content for review and collecting and collating feedback
- Working with project leads and graphic designers to develop visual elements and layouts
- Working with the Senior French Editor to ensure timely translation of content
- Overseeing the printing process, including requesting quotes, preparation of files and review and approval of proofs
- Working with IT team on creation of the resource's online presence
- Processing invoices and tracking budgets
- Ensuring inclusion of resources in CATIE's central database
- Archiving project files at completion

Job Responsibility #2: Adaptation of information for client audiences (20%)

- Adapts, edits and/or writes information to meet the needs of CATIE's diverse audiences
- Leads resource development coordination (as above) for adapted resources, including edit, review, translation, layout and publication
- Other duties as assigned.

D. Knowledge and Skills Required:

1. This position requires knowledge of CATIE's mandate, program direction and service philosophy, as well as an understanding of HIV, hepatitis C and the communities infected/affected in Canada;
2. Proven project management skills and knowledge of content development processes, including commissioning writers, editors and other freelancers, organizing reviews, collating feedback, working with knowledge experts to incorporate changes; overseeing translation, layout and publication online and in print;
3. Superior English writing and editing skills required. High-level written French is desirable. Knowledge of plain language, health literacy and print and online design principles an asset;
4. Analytical skills to review, assess and extract relevant concepts from medical content; sensitivity and understanding of the unique requirements of publications that speak to diverse communities and cultures;
5. Demonstrated ability to initiate, build and maintain productive relationships across departments within an organization and externally. Knowledge of hepatitis C or HIV community organizations and networks in the Canadian context an asset;
6. Demonstrated ability to work independently, collaborate effectively, set priorities and work schedules to meet deadlines and the ability to be tactful, discrete and sensitive to confidential matters;
7. Ability to assist staff in the incorporation of awareness of information resources development into their respective jobs; develop teamwork and team support; encourage

innovation and develop in others increased vision and commitment to goals.

“CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process.”

Interested applicants should visit our website at www.catie.ca.

If you wish to be considered for both the HIV and hepatitis C resource development coordinator positions, please state so in your cover letter.

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

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

Deadline for applications: Wednesday July 25, 2018.

Submit applications to: 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 2327.