

Position Title:	<b>Coordinator, HIV Needs Assessment Project</b>
Service:	Communications
Reports to:	Director, Communications
Position(s) Supervised:	None
Status:	Full-time, 12-week contract
Location:	Remote
Posting Date:	March 13, 2024
Salary:	\$12,600* (\$30/hour, 35 hours/week)

### **A. About CATIE**

CATIE strengthens Canada's response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention, testing, treatment and harm reduction programs. As Canada's official knowledge broker for HIV and hepatitis C, you can count on us for up-to-date, accurate and unbiased information.

### **B. Primary Role**

The Coordinator, HIV Needs Assessment Project, is a short-term, 12-week contract position focused on HIV treatment initiation. CATIE has been funded to develop and deliver a social marketing campaign to ensure people who have been diagnosed with HIV are aware of the benefits of treatment initiation. To ensure this campaign responds to the real and perceived costs and benefits of HIV treatment initiation, this position will consolidate current evidence through a literature review and one-on-one online interviews with a diverse range of Canadians living with HIV. An additional position may be contracted to provide support with French-language interviews if the successful candidate does not speak French fluently.

### **C. Key Responsibilities**

#### **Job Responsibility #1: Literature review (35%)**

1. Define research question and search strategy in consultation with Director, Communications
2. Conduct literature search and review articles to determine relevance
3. Synthesize and analyse relevant information gathered

#### **Job Responsibility #2: Needs assessment (50%)**

1. Recruit needs assessment participants with support of the CATIE Communications team
2. Develop question guide for one-on-one interviews
3. Set up meetings, conduct online interviews and compile notes

### **Job Responsibility #3: Report (15%)**

1. Compile a report synthesizing findings from the literature review, needs assessment and French-language interviews (which may be conducted by a separate consultant)
2. Discuss report with Director, Communications, and make necessary revisions

### **D. Knowledge and Skills**

1. Experience conducting qualitative research or needs assessments with people living with HIV or communities affected by HIV
2. Excellent facilitation and interviewing skills
3. Demonstrated experience conducting literature reviews independently, ideally using medical or social science research databases
4. Commitment to anti-racism, anti-oppression and equity principles
5. Good understanding of HIV treatment issues, or ability and willingness to learn quickly and autonomously
6. Awareness of the stigma and discrimination experienced by people living with HIV
7. Completion of a capacity-building program for people living with HIV, such as the Positive Leadership Development Institute, is a highly desirable asset
8. Excellent written and oral communication skills in English; fluency in French is not required but may allow the candidate to conduct French-language components of this project for additional remuneration

*Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.*

*CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and people with disabilities. CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV and hepatitis C, including people living with HIV or with current or lived experience of hepatitis C or substance use.*

*HIV and hepatitis C disproportionately affect many racialized communities, yet these communities are underrepresented in paid staff positions of many HIV and hepatitis C organizations, including CATIE. We are working to change this by prioritizing anti-racism in our work and our operations, and striving to create a diverse, equitable and inclusive environment for racialized people to work and thrive.*

*\* Recognizing that salary negotiations in the hiring process often increase gender and racial disparities, the posted salary is determined and fixed prior to candidate selection and is part of CATIE's commitment to pay equity.*

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

No phone calls, please. We thank you for your interest, however, only those applicants to be interviewed will be contacted.

**Deadline for applications:** March 27, 2024

**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 2364.

Please submit your application using the following format **Last Name\_First Name\_CV**