

Position Title:	Manager, HIV and Sexual Health Knowledge Mobilization
Service:	Knowledge Exchange
Reports to:	Director, Education and HIV/STI Knowledge Mobilization
Position(s) Supervised:	None
Status:	Full-time, Indefinite
Location:	Remote and hybrid
Posting Date:	October 10, 2025
Salary:	\$72,000*

A. About CATIE

CATIE is Canada's source for HIV and hepatitis C information, and so much more. We increase knowledge about sexual health and substance use, we build the capacity of service providers to deliver prevention, testing and treatment services, and we promote policies and programs proven to work based on research, practice and lived experience.

B. Primary Role

The Manager, HIV and Sexual Health Knowledge Mobilization works cross-departmentally and with partner organizations nationally to support the short-term strategic planning, execution and implementation of population-specific HIV and sexual health knowledge mobilization projects. This position is responsible for external representation and partnership development with key stakeholders and will also support the planning and execution of other HIV and STI-related knowledge mobilization activities. This position requires periodic travel across Canada. This full-time position is supervised by the Director, Education and HIV/STI Knowledge Mobilization. The location of this position is flexible, and can be full-time remote or a combination of full-time remote and at the CATIE office in Toronto.

C. Key Responsibilities

Job Responsibility #1: Provides leadership for CATIE in the area of population-specific HIV and sexual health knowledge mobilization work (15%).

1. Supports short-term strategic planning of CATIE's work in knowledge mobilization related to HIV and sexual health client messaging for specific populations disproportionately burdened by HIV and related STBBIs
2. Develops and maintains relationships and partnerships with external organizations and networks to advance knowledge mobilization efforts.
3. Supports Director, HIV and STI Knowledge Mobilization in the development of funding proposals, financial monitoring, financial and narrative reporting, and preparation of evaluation reports for the program

Job Responsibility #2: Champions informal and formal organizational collaborative projects and partnerships in HIV and sexual health (25%).

1. Champions informal and formal organizational collaborative projects and partnerships in HIV and sexual health and recommends priority setting and allocation of available resources.

2. Leads the identification of new opportunities and collaborative partnerships and corresponding development of proposals, agreements and planning.
3. Maintains and manages on-going stakeholder relations, addresses issues, challenges and opportunities as they arise.
4. Communicates with strategic partners on a regular basis, via phone calls, in-person meetings and emails and manages on-going relationships as required.
5. Works cross-departmentally to champion collaborative projects and partnerships in HIV and sexual health.

Job Responsibility #3: Development of HIV and sexual health knowledge resources (50%)

1. Leads the planning and implementation of CATIE's work in population-specific HIV and sexual health information resources and tools and others as assigned, including print resources, campaigns, and other multimedia tools from initial concept to final publication, including working cross-departmentally with staff and advisors, editing, managing expert review, managing translation, and working with designers, printers and web developers, as necessary
2. Conduct assessments of project needs, anticipate potential challenges, and develops proactive solutions to recommend to leadership
3. Leads or supports the revision and ongoing review of HIV and sexual health resources
4. Coordinates internal staff who work across teams (e.g., schedule and chair ongoing project team meetings); provides support for staff involved in project activities
5. Coordinates and chairs working groups of partner organizations and community leaders to guide knowledge mobilization planning and resources development
6. Organizes in-person or virtual events (e.g., webinars, dialogues) to advance work in and disseminate resources related to community-specific HIV and sexual health knowledge mobilization
7. Ensures CATIE processes are followed to create information that is accurate, appropriate and aligns with CATIE messaging.

Job Responsibility #4: Oversees and supports ongoing maintenance of HIV and sexual health knowledge products (10%)

1. Oversees annual Ordering Centre review of HIV and sexual health client resources
2. Standardizes and documents CATIE's processes for content development
3. Acts as the knowledge hub as defined by CATIE's knowledge management strategy and supports annual website review as assigned
4. Participates as a core member of the Ordering Centre internal committee
5. Supports annual resource review in HIV and sexual health as assigned.

D. Knowledge and Skills Required

1. Demonstrated ability to manage projects from conception to completion
2. Proven track record of building and maintaining effective partnerships with diverse stakeholders; experience creating and stewarding working groups and committees of diverse stakeholders to achieve organizational goals
3. Ability to navigate complex political environments and handle sensitive issues with discretion
4. Quick thinker with the ability to anticipate issues and develop innovative solutions
5. Deep understanding of health equity and health related factors for communities disproportionately burdened by HIV and related sexually transmitted and blood-borne infections in Canada
6. Knowledge of current developments in HIV and sexual health
7. Demonstrated experience developing resources such as campaigns, print publications, or online knowledge-building tools
8. Knowledge of writing for the web using plain language and health literacy principles.

9. Leadership skills that encourage collaboration, trust and open communication
10. Excellent English writing and editing skills required; fluency in written and spoken French is highly desirable.
11. Superior written communication and verbal skills.
12. 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.
13. Ability and willingness to travel within Canada up to 3 weeks per year.

Benefits of Working with CATIE

CATIE offers:

- Flexible work and the ability to work anywhere within Canada
- A diverse, inclusive, and supportive team
- Generous leave entitlement
- Benefits that include extended health, dental, and life insurance

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.

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: Friday, October 31, 2025

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 2372.

Please submit your application with a cover letter and resume in one file using the following format **Last Name_First Name_CV**