

Position Title:	Resource Development Coordinator, Hepatitis C and HIV (2 positions)
Service:	Knowledge Exchange
Reports to:	Associate Director, Community Health Programming (Hepatitis C position) and Associate Director, Health Information Resources (HIV position)
Position(s) Supervised:	None
Status:	Full-time; 12-month contract
Location:	Toronto, Ontario
Posting Date:	August 20, 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 based in the CATIE office in Toronto.

**C. Key Responsibilities:****Job Responsibility #1: Coordination of Client Resource Development (45% for hepatitis C; 75% for HIV)**

Responsible for project management support of CATIE client resources, including:

- Strikes project teams, arranging meetings during the project
- Commissions writers, editors and other suppliers
- Contacts and arranges involvement of community and medical experts

- Manages the editing and review process, including sending content for review and collecting and collating feedback
- Works with project leads and graphic designers to develop visual elements and layouts
- Works with the Manager, French translation to ensure timely translation of content
- Oversees the printing process, including requesting quotes, preparation of files and review and approval of proofs
- Works with IT team on creation of the resource's online presence
- Processes invoices and tracks budgets
- Ensures inclusion of resources in CATIE's central database
- Archives project files at completion

**Job Responsibility #2: Writing and adaptation of hepatitis C and HIV information for client audiences (25%)**

- 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

**Job Responsibility #3: Development of CATIE's new hepatitis C key messages (Hepatitis C position only; 30%)**

- Leads the visioning of adapting CATIE's core hepatitis C service provider content into key messages to meet 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. 1 – 2 years of experience in project management of content development, 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;
2. 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;
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; sensitivity and understanding of the unique requirements of publications that speak to diverse communities and cultures;

4. 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;
5. 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](http://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, September 7, 2018

**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 2328.