

Position Title:	Specialist, Community Programming
Service:	Knowledge Exchange
Reports to:	Manager, Community Programming
Position(s) Supervised:	None
Status:	Full-time (one-year contract)
Location:	Canada – Remote (CATIE office is located in Toronto)
Posting Date:	January 15, 2021

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 Specialist, Community Programming will be responsible for the collection and synthesis of information on community-based HIV, hepatitis C and harm reduction programs across Canada. This information will support the fulfillment of deliverables, including but not limited to, the development of case studies in the Programming Connection, the inclusion of programming information in blended learning courses and the development of other online events (e.g., webinars, online dialogues). This position requires knowledge of, and experience working with, front line community-based programs. This full-time bilingual one-year contract position is supervised by the Manager, Community Programming and based remotely in Canada. Additionally, this position requires no travel in Canada.

C. Key Responsibilities

Job Responsibility #1: Collection and synthesis of information on community-based programs in Canada (70%).

1. Conducts an environmental scan to collect information on community-based programs across Canada.
 - a. Organizes and conducts interviews with multiple stakeholders involved in offering HIV and hepatitis C treatment and prevention-related programs and services across Canada; collects and conducts a comprehensive program-related document review; analyzes data.

- b. Identifies strong examples of Canadian HIV and hepatitis C prevention, testing, treatment, and care & support programs.
 - c. Synthesizes programming information for internal and external audiences to support the development of programming priorities.
- 2. Works collaboratively with CATIE staff, to determine programming needs for the fulfillment of deliverables.
 - a. Participates in the internal programming team and informs members of developments in the community to assist in the setting of programming priorities.
 - b. Participates in all quarterly Working Group meetings to understand/set programming priorities.
 - c. Participates in meetings to plan online events to understand/set programming priorities.
 - d. Shares community programming information across the organization as required.

Job Responsibility #2. Supports the planning and coordination of activities that strengthen community-based programming (30%).

- 1. Develops and maintains relationships and partnerships with front-line organizations and networks to support knowledge exchange efforts in community programming.
- 2. Works collaboratively with multiple stakeholders, including CATIE staff, to develop or inform the development of plain language knowledge products such as case studies, webinars, dialogues and other deliverables.
- 3. Collaborates with internal and external stakeholders to assess new developments and determine appropriate knowledge exchange priorities and channels for making information relevant to CATIE audiences.

D. Knowledge and Skills Required

- 1. Post-secondary education and experience in health sciences, public health, or a related discipline.
- 2. Oral and written bilingualism (French and English) with the ability to communicate in a business-like and sensitive manner.
- 3. Experience building relationships with partners at regional, provincial and national levels to inform or implement projects.
- 4. Knowledge of and experience working/volunteering in front-line program planning and delivery in an HIV- and/or hepatitis C-related organization in Canada.
- 5. Understanding of program planning processes and community-based, public health and clinical program evaluation methods, challenges and benefits.
- 6. Superior writing and editing skills in explaining complex information using clear and simple language.
- 7. Strong organizational and administrative skills.
- 8. Excellent project management skills and experience.

9. 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.
10. Knowledge of CATIE's mandate, program direction and service philosophy to support development and implementation of program management.

“CATIE is committed to employment equity and encourages applications from people that are Black, Indigenous or persons of colour, 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.

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, February 5, 2021

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 2341.