



HIV COMMUNITY LINK
prevention + support + advocacy

HIV Community Link Society is an organization delivering services throughout Southern Alberta. As a non-profit organization we help people to learn about, prevent, and live with HIV and hepatitis C (HCV) using a harm reduction approach. We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills.

Education Coordinator

At HIV Community Link, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. HIV Community Link's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at HIV Community Link - it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and any other difference that makes us all unique. We encourage people living with HIV, visible minorities, those with lived experience, and persons with culturally diverse backgrounds to apply.

Reporting to the Team Lead, Education and Capacity Building, the Education Coordinator is responsible for creating, implementing, and evaluating education sessions focused on sex and sexuality within our key population communities, reducing harms related to sexual activity, sexually transmitted and blood borne infections, sex work, and sexualized substance use. The Coordinator will identify and implement best-practice and evidence-based strategies to build policy and practice guidelines, and to develop the capacity, skills, and knowledge of both frontline service providers and leadership professionals.

This is a full-time position (35 hours a week), based out of the HIVCL operational site in Calgary, Alberta however services will be provided across our provincial catchment area, including Calgary, Medicine Hat, and rural communities in the Southern Alberta Zone. Remote work with frequent travel will be considered, provided the applicant lives in the catchment area of Southern Alberta. The position is primarily Monday – Friday but will require a flexible schedule including some evening and weekend availability.

Key Responsibilities

Education Development & Community Engagement:

- Conduct an environmental scan and comprehensive literature review of best and promising practices related to sexually transmitted and blood-borne infections and harm reduction within our key population communities.
- Engage with people with lived experience and agency Advisory Committees to gain insight on the development of culturally appropriate and community specific knowledge. The community will provide input and guidance on project components including training content and methodology, non-stigmatizing language choices, prioritized target audiences for capacity building, and evaluation design.
- Conduct focus groups with target audiences (health and social service providers) and with the Advisory Committees to inform ongoing development of training materials.

- Continually enhance existing training curriculum to include up to date relevant topics within our key population communities including, but not limited to HIV, hepatitis C, sexually transmitted infections, sex work, harm reduction, and substance use.
- Develop and maintain relationships with community partners to enhance service delivery models.

Education and Capacity Building

- Provide training to build the capacity of frontline service providers and community organizations to work effectively with key population groups to address stigma, inform their work, and ultimately lower barriers to service.
- Present workshops on various topics related to our key population communities to community partners, post-secondary students, service providers, and the general population.
- Research and maintain up to date and emerging information regarding population specific and harm reduction related issues.
- Continually monitor regional, national, and international research to remain current on issues and research related to harm reduction and sexual health.

Administration:

- Maintain program statistics and documentation and participate in ongoing program evaluation and reporting.
- Ensure project accountability through maintenance of outcome-based reports.
- Schedule and communicate agency training events and opportunities.

Qualifications and Key Competencies:

- Degree in the Human Services field (Social Work, Public Health), or equivalent in education with a minimum of two years related working experience
- Proven proficiency in public speaking and presenting educational workshops
- Effective oral and written communication skills
- Demonstrated knowledge and experience in Community Development principles
- Strong knowledge of harm reduction, sexual diversity, sex work, and/or substance use and addictions issues is desirable
- A strengths-based, harm-reduction, and human rights-based philosophy of service provision
- Demonstrated cultural awareness and responsiveness in working across diverse populations
- High ethical standards and professionalism, with a demonstrated ability to adhere to strict confidentiality practices
- Non-Violent Crisis Intervention, Suicide Intervention (ASIST) and current First Aid/CPR certification is an asset
- Provision of a criminal record check with vulnerable sector search is required. A positive criminal record check will not necessarily preclude a candidate from being hired - decisions will be made on an individual basis and all information will be kept confidential
- The successful candidate may be required to show proof of COVID-19 vaccination prior to start date
- Access to reliable transportation and a valid driver's license is required

Compensation

The starting salary for this position is \$45,000-\$48,000 per year.

HIV Community Link Society offers a comprehensive health and dental benefits package, including access to EAP services and an RRSP matching program. Employees start at 3 weeks' vacation per year, plus a week off due to office closure between Christmas and New Year's, and receive additional days off including personal days, sick days, and birthday.

Application Details

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@hivcl.org quoting job reference **HIVCL - 153**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.