



JOB TITLE	Coordinator, AFFIRM Project
SALARY (starting salary)	\$24,222/year
FTE STATUS:	20 hours/week
DURATION OF POSITION:	August 2017 – March 2022 (4 years and 7 months)

Planned Parenthood Toronto is a fully accredited community health centre that provides primary health care services to youth 13 to 29 years as well as health promotion programming, education, training and research to improve the health and well-being of Toronto's diverse communities. We are currently seeking a **Coordinator, AFFIRM Project** to work 20 hours a week.

POSITION OVERVIEW

Planned Parenthood Toronto is the co-lead of a Community Alliance with the Factor Inwentash Faculty of Social Work at the University of Toronto on the five year project "AFFIRM", which will deliver affirmative coping skills programs to prevent HIV and Hepatitis C among LGBTQ youth. The Coordinator, AFFIRM Project will be responsible for coordinating all aspects of project logistics and implementation, with a focus on delivering the AFFIRM intervention in partnership with other project staff and community organizations.

RESPONSIBILITIES

- Liaise with agencies where the AFFIRM intervention will be offered
- Conduct promotion and outreach activities for AFFIRM groups
- Recruit LGBTQ youth participants for AFFIRM group sessions
- Schedule and co-facilitate AFFIRM group sessions as lead facilitator
- Support the evaluation of the AFFIRM program
- Establish implementation and intervention procedures for AFFIRM
- Provide a vital link between AFFIRM community partner sites and the Community Alliance
- Participate in project meetings and attend trainings
- Recruit, facilitate and provide support to a volunteer Youth Advisory Board which will advise on the project
- Ensure the project is meeting its outcomes under the direction of the Director of Community Programming and Research
- Track spending and maintain appropriate records
- Maintain statistics and prepare narrative and statistical reports as directed

QUALIFICATIONS

- Master's degree in social work, psychology, education or a related field; or equivalent relevant experience
- Minimum 3 to 5 years' experience in a community setting
- Experience and commitment to working with LGBTQ youth from diverse communities from an anti-oppression perspective
- Strong experience with program coordination

- Sound knowledge of issues affecting LGBTQ youth and their sexual health
- Knowledge of and experience with effective HIV and/or Hepatitis C program delivery
- Training and experience utilizing cognitive behavioural therapy
- Experience delivering group interventions
- Considerable work experience and capacity to collaborate with community partners at multiple levels
- Excellent interpersonal and intercultural skills
- Demonstrated commitment to equity goals and principles, to sexual and reproductive rights, to being youth positive, LGBTQ positive and sex positive and to being inclusive of diverse sexual and gender identities.
- Commitment to pro-choice philosophy
- Excellent written and verbal communication skills
- Strong administrative and organizational skills
- Proficiency and experience working in a computerized environment
- Commitment to working cooperatively in a community-based setting as part of an interdisciplinary team of staff, students and volunteers
- Ability to work flexible hours and travel in the Greater Toronto and Hamilton Area as needed
- A valid driver's license and access to a car are assets

Please forward letter of interest and resume by **July 21, 2017** to:

Hiring Committee (Coordinator, AFFIRM project)
 Planned Parenthood Toronto
 36B Prince Arthur Avenue
 Toronto, ON M5R 1A9
 Fax: (416) 961-2512
 Email: ppt@ppt.on.ca

To better represent the communities we serve, applications from candidates with a diversity of backgrounds and experiences are encouraged to apply.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.

PPT is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. We regret to inform that PPT is not a wheelchair accessible space.

Please note that as a condition of employment, the successful applicant must complete a Criminal Record Check.