



## **PWA seeking full-time, permanent Strategic Programs Manager**

Posting opening date: November 26, 2020

Posting Closing Date: December 11, 2020

### **About PWA**

PWA has a mission of engaging people living with HIV/AIDS in enhancing their health and well-being through practical and therapeutic support services and broader social change; and to inspire them to live into their dreams and discoveries.

### **About the Strategic Programs Manager Position**

In fulfillment of our mission, PWA has undertaken a bold strategic plan to build a Hub for people living with HIV/AIDS in partnership with people living with HIV/AIDS (PHAs) and our community partners. This work directly intersects with the agency's commitment to abolishing white supremacy and colonization within PWA and in broader society by becoming a strong, supporting ally.

The Strategic Programs Manager has the exciting opportunity to manage all this incredible work. Successful fulfillment of this position requires a passionate and experienced social justice professional with very strong communication, interpersonal, equity and analytical skills; very strong community and partner engagement/relationship skills; and very strong project management skills.

### **KEY RESPONSIBILITIES**

- Plan, budget, manage and monitor strategic implementation projects ensuring activities, deliverables, success measures and reporting requirements are completed with outstanding quality, on time and on budget.
- Equitably and meaningfully engage people living with HIV/AIDS in all levels of the strategic implementation projects including in advisory committees, focus groups, interviews and surveys
- Develop customized engagement strategies to equitably and meaningfully reach marginalized and underserved communities of people living with HIV/AIDS, including BIPOC, trans/non-binary and youth PHAs
- Plan, coordinate and manage community engagement events and initiatives
- Build and maintain strong, responsive, meaningful and mutually beneficial relationships with community partners both formally and informally
- Identify and develop new partnerships based on current unfilled needs of PHAs, peers, staff and volunteers

- Maintain a directory of existing community partners and corresponding service agreements to ensure clarity and consistency in referral pathways for PHAs
- Ensure effective communication amongst project committees and key stakeholders, including PHAs, community partners, staff, senior management and board
- Plan, organize and facilitate various committee meetings, providing support to committee processes and members as needed.
- Support and implement the design of new programs through the creation of program manuals, trainings and other relevant materials
- Support the development and implementation of evaluation frameworks to monitor the effectiveness and equity of projects, initiatives and individual activities

## REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 1) Strong understanding and knowledge of the complexity of issues relating to HIV/AIDS;
- 2) Strong understanding and knowledge of anti-Black, anti-Indigenous and anti-BIPOC racism, anti-oppression and intersectionality, greater and meaningful involvement of people living with and affected by HIV/AIDS (GIPA/MEPA), harm reduction, sex positivity and trauma informed care;
- 3) Lived experience of HIV/AIDS, 2SLGBTIQ, BIPOC, substance use, mental health challenges, homelessness, and/or the effects of poverty is an asset
- 4) Excellent project management skills with proven ability to coordinate multiple priorities amidst important and competing deadlines
- 5) Strong critical thinking and conceptual skills and the ability to translate this into practical and feasible plans
- 6) Excellent communication and interpersonal skills that are warm, welcoming, equitable and inclusive
- 7) Exceptional ability to interact and build positive relationships with diverse communities and community organizations
- 8) Strong oral and written communication and presentation skills
- 9) Verbal and written fluency in French or Spanish is an asset;
- 10) Versatility, flexibility and a willingness to work with and negotiate through ever evolving priorities
- 11) Ability to work both independently and as a part of a larger team
- 12) Strong understanding and knowledge of Microsoft Word and Outlook, and database programs

## QUALIFICATIONS

### Experience

**Toronto People With AIDS Foundation**  
 200 Gerrard Street East, 2nd floor | Toronto | Ontario | M5A 2E6  
 tel: (416) 506 - 1400 | fax: (416) 506 - 1404 | [www.pwatoronto.org](http://www.pwatoronto.org)  
**Charitable Registration #: 13111 3151 RR0001**

1. Three (3) or more years of work experience in a project and/or program management in a social service/healthcare setting
2. Three (3) or more years of work experience from any of the following areas – Partnership Stewardship, Relationship Management, Equity, Inclusion, Diversity
3. Three (3) or more years of experience working directly with racialized, marginalized and other equity-seeking communities, including BIPOC, trans/non-gender binary and youth

#### Education

- College or University degree in social services, equity studies, human rights, communications, or another relevant field of study
- Project Management certificate an asset

---

Please submit resumes by 5:00 pm Friday, December 11th, 2020 to:  
Ian McKnight, Director, Programs & Services  
email: [imcknight@pwatoronto.org](mailto:imcknight@pwatoronto.org)

PWA is committed to being an organization that reflects the communities we serve. We welcome and encourage applications from people living with HIV/AIDS, racialized persons, Indigenous persons, people of colour, persons with disabilities, and members of the 2SLGBTIQ and non-conforming gender communities.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Ian McKnight, Director of Programs and Services, by email [imcknight@pwatoronto.org](mailto:imcknight@pwatoronto.org), or phone at 416-506-1400 ext. 204.