



JOB POSTING: TOTALLY OUTRIGHT OTTAWA FACILITATOR

POSTING DATE: June 14th, 2017

CLOSING DATE: June 26TH, 2017 at 5:00PM

STATUS: Temporary Contract – (60 hours, approx. 5 weeks, Sept.-Oct)
\$17 per hour (approximately 12 hrs/week for first two weeks leading up to the program; 20 hrs/week during the program; 4 hrs after the program)

JOB DESCRIPTION

The Totally outRIGHT Project trains young (19 to 29) gay, bisexual, two spirit, queer and other guys who are into guys, whether cis or trans, to become sexual health leaders who will develop sexual health messages and perform outreach, volunteer and engage in community development activities. Totally outRIGHT is held over two consecutive weekends. The Totally outRIGHT Facilitator is supported by the ACO Men's Team and MAX Ottawa, and is responsible for assisting with logistics, reporting and facilitation of Totally outRIGHT sessions. The Totally outRIGHT Facilitator also serves as a role model to program participants and peer workers. Specific duties will include but are not limited to the following, and may be subject to change:

RESPONSIBILITIES

Totally OutRIGHT

- Assists in the planning and facilitation of both the set-up and take down for Totally outRIGHT sessions, including catering planning and coordination and materials preparation.
- Learns and understands content of Totally outRIGHT sessions.
- Attends all Totally outRIGHT sessions.
- Assists with facilitation; encourages participation of Totally outRIGHT attendees in discussions, projects and exercises during sessions.
- Assists with learning modules of the Totally outRIGHT learning plan.
- Compiles a summary of each session and collates/summarises session evaluations.
- Keeps attendance and provides follow-up support to participants who are absent; drafts communications for participants (weekly reminders and immediate follow-up communications to graduates).
- Provides assistance to staff in setting curriculum and booking faculty (speakers) for each learning module.
- Provides assistance and suggestions for recruiting attendees.

Qualifications

- Understanding of the links among GBT2Q sexuality, health and culture.
- Informed about current health issues affecting guys into guys.
- Ability to work independently and as part of a team.
- Experience with basic Microsoft Office programs (MS Excel, MS Word and MS Power Point) required.
- Excellent organization and planning skills.
- Excellent communication skills (verbal, written, and visual).
- Ability and comfort speaking in public/groups.
- Experience with group facilitation an asset.
- Sensitive to issues of diversity among various communities of guys into guys in Ottawa.
- Ability to work flexible hours on Saturday and Sunday, weekdays and weekday evenings.
- Punctual and able to communicate with others appropriately when late.
- Ability to maintain confidentiality.

APPLICATION PROCESS

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity to:

AIDS Committee of Ottawa
19 Main Street, Ottawa, Ontario, K1S 1A9
Email: cory@aco-cso.ca

We thank all candidates for their interest in the work of ACO and MAX Ottawa; but only candidates selected for an interview will be contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

Interviews will be held the week of week of June 26th.

The AIDS Committee of Ottawa and MAX Ottawa are committed to employment equity and encourages people living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds to apply and self-identify.

