



JOB POSTING: TOTALLY OUTRIGHT OTTAWA RECRUITER

POSTING DATE: JUNE 13TH, 2017
CLOSING DATE: JUNE 26TH, 2017 AT 5:00PM.
STATUS: Temporary Contract (60 hours, approx. 8 weeks, July-September)
\$17.00 per hour (approx. 7.5 hours a week)

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. The Totally outRIGHT Recruiter will lead and carry out the recruitment of 10 to 15 young guys into guys as participants for each series of Totally outRIGHT. This role is also supported by ACO's Men's Team and MAX Ottawa, and will coordinate with the Peer Facilitator in the delivery of the Totally outRIGHT sessions and associated administrative responsibilities. The Totally outRIGHT Recruiter 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

Community Development

- Creates and enacts a strategic recruitment plan.
- Demonstrates leadership role as recruiter to encourage enthusiastic young guys into guys (whether cis or trans) to participate in Totally outRIGHT.
- Assists with facilitating regular communication with the project's Community Advisory Committee.
- Establishes partnerships with other youth serving programs to ensure recruitment and to make their services known to Totally outRIGHT participants.
- Identifies and builds relationships with special events and youth services likely to involve potential participants for Totally outRIGHT.
- Seeks out free and low-cost media outlets to advertise Totally outRIGHT to potential candidates.
- Assists staff with the delivery of training sessions.

Administration

- Assists with gathering project statistics from participant intake process for relevant reports and presentations.
- Behaves in compliance with all organizational policies and procedures, and in an ethical manner that demonstrates competence in effective communication, team building, collaboration, relationship building and decision-making.
- Shares program duties in the registration of new participants, flagging special needs of participants, and helping to ensure the retention of registered participants with other staff and manager.

- Performs as the lead staff on maintaining registration and intake records.
- Performs other duties as assigned by The ACO Men's Team and MAX Ottawa.

QUALIFICATIONS

As a peer-based program this position is designated for a young gay, bi, two-spirit, queer or other guy who is into guys, whether cis or trans, between the ages of 19 to 29.

- Strong understanding of the links among GBT2Q sexuality, health and culture.
- Excellent knowledge of venues, both real-time and virtual, where young guys into guys hang out.
- Excellent organizational and planning skills.
- Proven computer skills (MS Excel, PowerPoint, and MS Word).
- Communications competent: good verbal, written, visual communications, and public speaking skills.
- Ability to work flexible hours: weekly hours may vary and include evening and weekend work.
- Familiarity with working from a peer-based model.
- Demonstrated experience in dealing with issues regarding confidentiality and understanding of working with young guys into guys (whether cis or trans) who may not be out to family and friends about sexual orientation or gender orientation.
- High School Diploma and up to 1 year experience (work or volunteer).

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 are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

Interviews will be held the week of June 26th, 2017.

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.

