



Toronto HIV Sector, Co-location Working Group Seeking full-time, Senior Project Manager for 1 year+ contract

Posting opening date: April 20, 2023

Posting Closing Date: May 8, 2023

About the Toronto HIV Sector, Co-location Working Group

The Toronto HIV Sector Co-location Working Group is made up of Africans in Partnership Against AIDS (APAA), the Black Coalition for AIDS Prevention (Black CAP), Asian Community AIDS Services (ACAS), Prisoners' HIV/AIDS Support Action Network (PASAN), Toronto HIV/AIDS Network (THN) and the Toronto People With AIDS Foundation (PWA).

The Working Group formed to facilitate the development of a community hub for those most vulnerable to HIV in Toronto, including Black, Indigenous and other racialized people, members of the 2SLGBTIQ+ communities, women, newcomers, people involved in the criminal justice system, people aging with HIV, people who use drugs – all who are living with or at risk of acquiring HIV.

About the Strategic Programs Manager Position

The Senior Co-location Project Manager will lead the engagement and coordination of multiple stakeholders to enable members of the Co-location Working Group to facilitate the development of the community centre, which will house the partner agencies in a Toronto downtown building.

The position will develop, execute and track implementation of plans, processes and mechanisms to enable the successful renovation of, move into and settlement in the shared space. The position will work collaboratively and strategically with the Co-location Working Group and connected communities, commercial real estate firm, consultants, site buildout contractors, move management contractors and other Co-location Working Group support roles, including THN staff. While the position will be contracted and housed with PWA, some project oversight, decision-making and accountability will rest with the Co-location Working Group.

Location

The Senior Project Manager will have the ability to work from home and will also be expected to attend in-person meetings within Toronto as required.



Term and Salary

This position is full-time for at least 1 year with the possibility of extension to 18 months. The position will be compensated at \$75,000 – \$85,000 per annum, subject to experience, based on a regular workweek of 40 hours, plus mandatory government benefits. Benefits will be provided. Evenings and weekends may be required.

Accountability

The Senior Co-location Project Manager will be employed by PWA and report to the PWA Executive Director and a representative from the Co-location Working group. The position will also work collaboratively and communicate regularly with the Co-location Working Group as some project oversight, decision-making and accountability will rest with the Working Group. The supervisory structure may evolve to align with any future governance development within the Working Group.

Key Responsibilities

- Develop, monitor and keep current a project management plan that includes project timelines, deliverables, leads and budget as well as risks and mitigation strategies.
- Liaise with and as appropriate, support the consultants hired for the project, including for visioning and community engagement, communications, capital campaign and community hub partnership.
- Manage Co-location Working Group structures to support the shepherding of project goals, including providing project management support for tracking and managing all deliverables and meeting/agenda management.
- Coordinate, support and as required, facilitate decision-making of Co-location Working Group for all components of the project, including community engagement, communications and community hub partnership.
- Coordinate and support Co-location Working Group members to carry out organization-specific tasks related to the community hub.
- Develop and submit, in a timely manner, required materials for successful grant and corporate funding and sponsorship applications and proposals in collaboration with Co-location Working Group members.
- Develop and maintain meaningful working relationships with Co-location Working Group members, community partners, funders, consultants and other service providers.
- Use information technology systems for administration, coordination and information sharing.
- Prepare reports, as required.
- Administer assigned budgets.



- Manage confidential and sensitive information affecting Co-location Working Group members.
- Performs other duties as assigned.

Qualifications

- Post-secondary degree and/or other equivalent combination of education and demonstrated work experience.
- Project Management certificate is an asset.
- Exceptional project management skills in complex, multi-stakeholder projects balancing requirements of meaningful stakeholder engagement with concrete action and timelines.
- Proven experience in stakeholder engagement and partnership development involving a range of fields and levels of organizational representation.
- Experience planning multi-stakeholder participatory discussions with health and/or social services and diverse communities.
- Demonstrated experience using an analysis of intersecting and structural inequities and oppressions, for example dismantling anti-Black, anti-Indigenous, Islamophobic, heteronormative practices and processes that are rooted in white supremacy, colonization and western ways of knowing.
- Demonstrated experience of and commitment to working with diverse principles, including 2SLGBTIQ health, anti-racism/anti-oppression, sex positive, harm reduction, anti-poverty, truth and reconciliation, and the greater involvement/meaningful engagement of people living with and affected by HIV/AIDS.
- Strong critical thinking and conceptual skills, and the ability to translate them into practical and feasible plans.
- Excellent communication, facilitation and interpersonal skills.
- Exceptional ability to interact and build positive relationships with diverse communities and community organizations.
- Strong understanding and knowledge of project management software.

Please submit resumes by 6:00 pm Monday, May 8th, 2023 to:
Suzanne Paddock, Executive Director
email: spaddock@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, Black, Indigenous and other racialized persons, persons with disabilities, members of the

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
Charitable Registration #: 13111 3151 RR0001



2SLGBTIQ communities, newcomers, women and non-conforming gender communities and other equity seeking communities.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Suzanne Paddock, Executive Director, by email spaddock@pwatoronto.org, or phone at 416-506-1400 ext. 204.