



Job Title: Learning and Development Specialist
Organization: The Ontario AIDS Network (*the position is affiliated with the African and Caribbean Council on HIV/AIDS in Ontario*)
Location: Toronto, Ontario
Position Type: Full-time, Permanent
Salary: \$53,941.15

About ACCHO:

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) provides leadership in the response to HIV/AIDS in African, Caribbean and Black (ACB) communities in Ontario and is committed to HIV prevention, education, advocacy, research, treatment, care and support for ACB communities. We strive to reduce the incidence of HIV among ACB people in Ontario, and to improve the quality of life for ACB people living with and affected by HIV/AIDS. This is realized through capacity building and resource development for organizations offering HIV/AIDS services to ACB community members, and through relationship-building and direct engagement with a variety of HIV sector stakeholders. Visit our website www.accho.ca

Job Overview:

The Learning & Development Specialist will be responsible for leading ACCHO's provincial education and capacity building programming, utilizing engaging and collaborative approaches to the work. They will develop, deliver and evaluate interactive and responsive training and tools to support frontline workers and agencies in addressing the HIV-related needs of the ACB community.

Responsibilities:

- Develop, implement, monitor and evaluate all aspects of ACCHO's education and capacity building programming, in consultation with the Program Manager and Director.
- Partner with the ACCHO team to infuse education, capacity building and learning throughout ACCHO's internal and external work.
- Liaise with ACB Strategy Workers to assess capacity building needs and develop a responsive training and implementation plan that aligns with ACCHO's priorities.
- Utilize a community development approach and assess service provider and ACB community needs to inform education programming.
- Keep up to date with research, new HIV innovations and understanding of socio-environmental and other factors pertinent to HIV and ACB communities, and ensure training, programming and materials are evidence-informed.
- Develop materials, tools and processes, and harness the latest technology to share knowledge and deliver high-quality, accessible programming across Ontario.



- Develop and maintain collaborations, partnerships and professional relationships to support ACCHO's training, programming and knowledge transfer and exchange goals.
- Maintain a database of relevant subject matter experts and researchers.

Qualifications:

- Post-secondary degree in a relevant discipline or combination of post-secondary diploma, lived experience and related experience.
- At least two years developing, delivering and evaluating interactive, in-person and digital HIV and/or health-related curricula for adult learners, to support continuing education and professional development.
- Ability to assess the validity of information, and to synthesize and clearly communicate complex information from a variety of sources.
- Understanding of HIV/AIDS issues within African, Caribbean and Black (ACB) communities and demonstrated experience working with ACB communities in Canada.
- Ability to think strategically, conceptualize easily, link long-range vision and concepts to daily work, independently exercise good judgment and demonstrate initiative.
- Ability to multi-task with attention to detail, work independently, and work as part of a team.
- Superior oral and written communication skills, including copy editing ability.
- Bring enthusiasm, a collaborative spirit and a broad-minded approach to the work.
- Proficient with PC-based hardware/software including Outlook, Word, PowerPoint and Excel, and proficient in utilizing virtual tools and technology.
- Ability to work in both English and French is an asset.

The incumbent will report to the Program Manager and the position is a unionized position and a part of a collective bargaining unit. The position includes extended health care and dental benefits, and an employer matched retirement plan. ACCHO is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from individuals of all backgrounds, including those with lived experience of HIV.

To apply, please submit a cover letter and resume outlining your qualifications and relevant experience to Lounanjio Brown O'Sullivan, Director, l.brownosullivan@accho.ca. Applications will be accepted until **April 30, 2025**. We thank all applicants for their interest in joining ACCHO, but only those selected for an interview will be contacted.