



ASSISTANT, HIV ENDGAME PROGRAM

REPORTS TO: Senior Lead, HIV Endgame Program
STATUS: Permanent, full-time (35 hours/week)
HIRING RANGE: \$40,000 - \$44,000
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Assistant, HIV Endgame Program under the direction of the Senior Lead, HIV Endgame Program plays a key role in supporting OHTN's HIV Endgame program. The Assistant, HIV Endgame Program is the first point of contact for all inquiries. This position provides service in a customer-focused manner and will connect with stakeholders to address questions and resolve issues through multiple channels including email, telephone, and video conferencing. In addition, the Assistant, HIV Endgame Program will provide administrative support to the team as required.

- ✓ Handle communications by responding to requests, gathering additional information, and referring to other team members as appropriate to ensure requests are addressed in a timely and coordinated manner
- ✓ Coordinate meetings based on schedules and attendees' availability; coordinate logistics and creates and circulate agenda and materials. Record, transcribe and distribute minutes of meetings
- ✓ Create and maintain user-friendly instructions to support applicants and reviewers in using the OHTN application system and the review platform
- ✓ Carry out an administrative review of letters of intent (when applicable) and full applications, in-keeping with the application guidelines and other policies
- ✓ Ensure reporting requirements are completed in a timely manner by OHTN awardees in accordance with program's agreements and policies
- ✓ Maintain and organize the OHTN's record keeping system for OHTN funded activities
- ✓ Ensure accounts and invoices are maintained with Common CV
- ✓ Provide administrative support to the OHTN Review Committee, and Rapid Learning & Improvement Advisory Committee, including support for travel, accommodation, reimbursement, payment or relevant honoraria as required
- ✓ Maintain a high level of understanding of all OHTN HIV Endgame Program-related policies and guidelines

ABOUT YOU

- ✓ Post-secondary degree (or equivalent experience) in a relevant field
- ✓ Minimum of 2 years of demonstrated relevant experience in project coordination and/or administrative support in an academic or health sector
- ✓ Experience working with grant management systems or similar databases
- ✓ Proficiency in Microsoft Office Suite
- ✓ Understanding of health issues specific to the OHTN priority populations preferred
- ✓ Previous work or volunteering experience within the HIV or health sector preferred

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohntn.on.ca

- Please use the “**Job Title**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file and named “**Full Name – Job Title**”
- Please outline your salary expectations in your cover letter

APPLICATION DEADLINE: THURSDAY, JULY 18, 2019

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.