



AIDS Bereavement and Resiliency Program of Ontario

Presence. Compassion. Change.

Job Posting

ABRPO and TTOA Coordinator Full-time permanent – 40 hours per week

About ABRPO:

The AIDS Bereavement and Resiliency Program of Ontario (ABRPO) acts as a resource to community-based HIV and Harm Reduction organizations. The Program assists agencies in examining their responses to cumulative grief at both an individual and agency level and offers concrete supports to groups in the form of consultations, presentations, and capacity building.

The Program is sponsored by and housed administratively within Fife House Foundation, Inc and operates under Fife House's policies and procedures.

About TTOA:

Turning to One Another (TTOA) is a two part program: bringing AIDS Service Organization (ASO) staff and peer workers together to build skills and knowledge in order to more effectively work together; and to coordinate with the 5 other Alliance members around program implementation, evaluation and reports.

Position Summary:

The Program Coordinator is responsible for the administrative support of ABRPO and assists in training development and delivery and related activities (meeting organizing, consultation, assessment, development of training materials, delivery of presentations, and the like) as directed. This position requires flexible hours, involves travel and evening and weekend work.

Qualifications:

A minimum of five years of progressive experience in a health care or social service field-community-based services preferred. Bachelor Degree in related discipline or equivalent work experience

- Proven Administrative Support experience including range of clerical activities, event planning, scheduling, completing reports, management of small office environment
- Sound theoretical and practical background in bereavement, particularly marginalized multiple loss and trauma
- Related group facilitation and training experience with staff and volunteers
- Experience and knowledge of community-based organizations and the complex factors of transition
- Experience working with diverse communities

- Strong ability to work both independently and collaboratively
- Fluency in French desired

ABRPO/Fife House is committed to a work environment that is inclusive and accessible and reflects the diversity of the communities we serve. ABRPO/Fief House is committed to providing accommodations throughout all parts of the hiring process. Please let us know if you require accommodations.

Please forward your resume and covering letter that clearly indicates position applied for by 5 pm Friday January 18, 2019 to:

Thomas Egdorf
Director
ABRPO
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