

CACVO
Conseil des Africains
et Caraïbéens sur le
VIH/sida en Ontario



ACCHO
African and Caribbean
Council on HIV/AIDS
in Ontario

JOB POSTING: OPERATIONS COORDINATOR

Location: Toronto, Ontario

Bargaining Unit Position

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) is looking for a dynamic Operations Coordinator who will be an essential part of supporting the ACCHO team to keep the organization running smoothly, while meeting its mandate with excellence. The ideal candidate is committed to social justice values, thrives on devising and mapping out systems and processes, and takes pleasure in both the small and large tasks involved in the successful management of an office environment. They will be part of a cohesive and professional team, and occupy a role that offers opportunity for ownership and learning.

Organization profile:

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 summary:

The Operations Coordinator will be responsible for maintaining the smooth flow of ACCHO's operations and events. They will coordinate activities in support of office administration, information management, finance, human resources, and event management, among other responsibilities.

Core competencies:

Key to the job is the ability to coordinate and maintain efficient support processes across varied responsibilities, multitask, demonstrate excellent prioritization abilities, and show strong interpersonal skills. Experience in office operations and administration is relevant, as is experience in information and event management. We are looking for someone who takes great pride in their work, shows attention to detail, and can work independently and as part of a team. They will bring enthusiasm and a collaborative spirit to the work.

Key qualifications:

1. Previous experience in executing administrative tasks, including basic bookkeeping.
2. Strong skills in operations management and event coordination.
3. Demonstrates strong initiative and problem solving, organization and prioritization skills.
4. Ability to multitask, with great attention to detail, and work independently and as part of a team.
5. Ability to engage with a variety of stakeholders in an approachable and inclusive manner.
6. Brings enthusiasm, a collaborative spirit, and a broad-minded approach to the work
7. Good oral and written communication skills.
8. Strong skills with PC-based hardware and software, including Outlook, Word, PowerPoint, and Excel.
9. Demonstrated experience working with African, Caribbean and Black (ACB) communities in Canada is an asset.
10. Ability to work in both English and French is an asset.

Status: Part-time, bargaining unit position

Reports to: Director

Salary: Starting at \$23,500 plus benefits

Application process:

***Please send a CV and cover letter to: careers@accho.ca
by 5pm Tuesday, November 24, 2020***

We encourage applications from persons living with HIV/AIDS. We are committed to the Accessibility for Ontarians with Disabilities Act and offer accommodation for all persons with disabilities throughout all parts of the recruitment and selection process. Please let us know if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.