

Education and Prevention Coordinator

General Description

The Education & Prevention Coordinator is responsible for AIDS Saskatoon's community education and prevention programs. The Education & Prevention Coordinator will develop, coordinate, promote and deliver HIV/AIDS related programs which meet the emerging educational needs of the community and targeted groups, and work to create supportive social environments for people living with, and at risk of contracting, HIV. This individual reports directly to the Executive Coordinator.

Community Education Duties

- To work within the goals of AIDS Saskatoon to design and implement education for HIV/AIDS prevention and support.
- To develop, produce, and distribute printed materials and other resources where necessary.
- To ensure the development and delivery of a range of information resources and education programs on HIV/AIDS and related issues for specific target groups.
- To report to, and assist the Programming Committee and/or organization staff and Board of Directors in developing and evaluating long term strategies for Education and Prevention programs.
- To network with other HIV/AIDS educators and allied professionals.
- To produce an agency Newsletter.
- To facilitate appropriate HIV/AIDS training opportunities for staff, volunteers, and board members at AIDS Saskatoon.
- To maintain an adequate supply of print resources on HIV/AIDS and related issues.
- To plan and oversee activities for AIDS Awareness Week, World AIDS Day, and other community events as needed.

Prevention Duties

- Maintain an adequate supply, and oversee the distribution of, all prevention materials/ safer sex supplies.
- To ensure the development and delivery of a range of prevention programs and resources on HIV/AIDS and related issues for specific target groups.
- To work with community stakeholders, partner agencies, AIDS Saskatoon staff, people who access services, and volunteers to ensure appropriate population health programs are available to people in our community.

General Duties

- Shall remain accountable through appropriate and comprehensive report writing.
- Shall answer phones, respond to emails, direct calls and take messages when needed.
- Oversee the collection and analysis of statistical and evaluative data for community education and prevention programming.
- Develop and maintain open communication with agency co-workers through full participation in regularly scheduled staff meetings and consultations.

Other Duties

- Shall conduct themselves in a manner which will maintain and promote a positive image for AIDS Saskatoon, and is in keeping with the mission, goals, and philosophies of the organization.
- Work to develop personal knowledge and skills regarding HIV and related topics.
- Develop an extensive understanding of the programs, services, and issues addressed by AIDS Saskatoon, in order to respond to requests appropriately and efficiently.
- Develop an extensive understanding of AIDS Saskatoon's community partners and other community resources, in order to respond to requests appropriately and efficiently and work collaboratively with partner organizations.

Qualifications

Education

University/College degree in education, social sciences, humanities, or related discipline and/or extensive community experience.

Experience & Skills

- Strong working knowledge and familiarity with HIV/AIDS and related issues.
- Strong organizational, time management and administrative skills.
- Strong computer knowledge, skills, and experience.
- Research knowledge, skills, and experience.
- Excellent written communication and public speaking skills.
- Experience with volunteer organizations and community boards.

Personal Attributes

- Possesses an in-depth understanding HIV/AIDS and related issues, particularly within the broader contexts of harm reduction, the Determinants of Health, and community development.
- Self motivated and able to work independently while working as part of a collaborative interdisciplinary team.
- Ability to take direction and work effectively in a dynamic environment.
- Committed to the evaluation process and to pursuing ongoing professional development opportunities.