

Job Competition
Closing Date: Open until filled.

The Canadian Aboriginal AIDS Network (CAAN) is a national, non-profit organization addressing HIV/AIDS and related issues in the Aboriginal population. It has secured funds to deliver a project that will advance previous work in the area of harm reduction. The services of a **HARM REDUCTION PROJECT COORDINATOR** are being sought. This project will have a primary focus on designing and delivering training modules regarding four distinct target groups: Aboriginal Women; Aboriginal Inmates; Aboriginal Youth and Aboriginal Two-Spirit males. The project will be completed by **March 31, 2008**.

Harm Reduction Project Coordinator Duties:

The **Harm Reduction Project Coordinator** is responsible for:

- Support a community development approach; support social advocacy and action on behalf of CAAN members and the Aboriginal community as a whole;
- Review, analyze, document, define, design, develop and deliver *a harm reduction model and training regarding the specific needs of the four target groups*;
- Ensure all reporting requirements are met; Successfully execute the project workplan;
- Support community initiatives; share information, maintain communications, develop and deliver presentations and training;
- Perform all necessary administrative duties for the project; and
- Perform all other duties as required of this position related to the harm reduction project.

Qualifications, Skills and Abilities:

- Minimum undergraduate post-secondary education; minimum three years direct work experience in a non-profit community based/community development or addiction field; project coordination/management experience; **OR** an equivalent combination of experience, training and education.
- Solid knowledge/experience in the addiction/harm reduction field. Demonstrated ability to **design, facilitate and deliver capacity-building/training**; Sound knowledge of HIV/AIDS and related issues.
- Excellent written, verbal communication skills with sound knowledge and ability to use computer programs/software (MS word, WordPerfect, Excel/Access, Internet, etc).
- Strong analytical skills with the ability to interpret data.
- Highly organized and detail oriented; ability to prioritize and produce work of a consistently high standard. Negotiating skills, demonstrated initiative; comfortable with independent decision-making and excellent problem solving.
- Ability to work independently and/or work as part of a team. Commitment to maintain confidentiality of information and records. Sound knowledge of Aboriginal organizations.

Please **apply with cover letter and resume to: Kevin Barlow**, Executive Director
CAAN, 602- 251 Bank St Ottawa ON K2P1X3 Fax: 613-567-4652 E: kevinb@caan.ca