Job Posting:
Indigenous Person(s) Living with HIV and AIDS Liaison (IPHA Liaison)
January 2019

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Indigenous peoples to holistically address HIV and AIDS, HCV, STBBIs, TB, Mental Health and related co-morbidity issues; promotes a Social Determinants of Health framework through systemic advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

CAAN strongly supports the Meaningful Engagement of Indigenous People Living with HIV and AIDS (MEPA) and endorses and supports the Greater Involvement of People living with HIV and AIDS (GIPA). To that end, the **IPHA** Liaison is the conduit of communication between the **IPHA** population to the Executive Administration, and ultimately the Board of Directors of CAAN.

The IPHA Liaison main duties include:

- Must be able to plan, organize and gather and summarize information of the Aboriginal Persons Living with HIV and AIDS (APHA) Caucus, to ensure that IPHA's are meaningfully involved in the work undertaken by CAAN;
- Provide administrative service and support to the APHA Caucus; organizing quarterly teleconference with the APHA Leadership Standing Committee (ALSC); and one face-to-face meeting; develop agendas; prepare minutes; and other administrative duties as required for the APHA Caucus;
- Provide records of meetings, distribute minutes, and circulate to the APHA Caucus and to CAAN management for reporting purposes;
- Share and participate on CAAN staff meeting conference calls, relevant information that requires operational and/or administrative policy changes;
- Review documents prepared by CAAN, provide feedback when required, prepare reports and briefs for management committees evaluating administrative services;
- Ensuring that the Terms of Reference for the APHA Caucus are developed, maintained and revised when required;

Requirements:

- Have living experience as an IPHA;
- Knowledge and experience in working collaboratively with various CAAN committees and non-profits;
- Ability to work independently and as a team carrying out tasks to completion;
- Ability to work flexible hours, travelling as required;
- Ability to handle a variety of situations that may arise with diplomacy and tactfulness;

- Strong communication skills, ability to effectively communicate with people from diverse background and cultures; ability to engage all stakeholders in a positive, inclusive, and welcoming manner.
- Computer proficiency required, MS Office Work, PowerPoint and Skype, may request demonstration of computer skills and sample of work;
- Experience coordinating and facilitating meetings, including minute taking;
- Familiarity and understanding of Canadian national Indigenous HIV and AIDS issues; and Hepatitis C Virus (HCV), Sexually Transmitted Blood Borne Infections (STBBIs), Tuberculosis (TB), Mental Health and related co-morbities.

Deadline for RFPs: February 28, 2019

- Please submit your resume and including a cover letter to: Tea O'Donnell at teao@caan.ca

Please no phone calls. Only proposals screened for further review will be contacted.