



**LetsStopAIDS**  
**ArrêtonsLeSIDA**

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[www.LetsStopAIDS.org](http://www.LetsStopAIDS.org)

## **Current Volunteer Positions**

**Please address your application (cover letter and resume) to Hiring Committee, indicating the name of the position in the subject line, to:**

[volunteer@LetsStopAIDS.org](mailto:volunteer@LetsStopAIDS.org)

**Mark Diker**

Director, Human Resources

We thank you for your interest, only candidates selected for an interview will be contacted.



## **Manager, Media Relations- Communications**

LetsStopAIDS is Canada's largest youth-focused, youth-driven HIV organization, having at our roots a strong tradition of HIV prevention through peer education. By actively engaging youth, we strive to create a worldwide network of youth leaders in response to this epidemic. We aim to share information and experiences, in order to inspire youth to take positive action within their communities, and create lasting change. LetsStopAIDS is a registered Canadian charity, and has signed onto the GIPA principles. Our projects have been commended at several events, including Bill Clinton and Bill Gates at the XVI International AIDS Conference and through various national media outlets such as CTV, CBC, MuchMusic, National Post, Metro and hundreds of local news publications.

LetsStopAIDS now has a new 12-month volunteer contract opportunity for a Manager, Media Relations who is responsible for building and nurturing media networks. Reporting to the Vice President, Communications, the Media Relations Manager will be responsible for delivering high quality and professional services for brand management. A confident and effective communicator, he/she will be influential and persuasive whilst remaining diplomatic in approach. This position would be ideal for a current student or recent graduate looking to gain relevant workplace experience with an organization that offers a flexible schedule.

**Time Commitment:** 10-15 hours/week (varies) (Most of time is virtual)

### **Responsibilities:**

- Develop, implement and evaluate communications strategies and programs designed to inform clients, volunteers and the general public of initiatives and policies of LetsStopAIDS
- Gather, research and prepare communications material for internal and external audiences
- Initiate and maintain contact with the media
- Arrange interviews and news conferences
- Act as spokesperson for an organization and answer written and oral inquiries
- Conduct public opinion and attitude surveys to identify the interests and concerns of key groups served by LetsStopAIDS
- Prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, web sites and press releases
- Develop and organize workshops, meetings, ceremonies and other events for publicity, fundraising and information purposes
- Prepare and deliver educational and publicity programs and informational materials to increase awareness of initiatives of LetsStopAIDS
- Co-ordinate special publicity events and promotions for internal and external audiences
- Assist in the preparation of brochures, reports, newsletters and other material

- Represent and act as an agent for talented individuals or individuals with specific occupational expertise
- Prepare or oversee preparation of media contract

**Qualifications:**

- Undergraduate degree in related field, in the process of completing a degree program in related field, or equivalent combination of education and work experience
- Strong communications & public relations skills
- Sense of humour and a fun, approachable disposition are critical, as is a sense of professionalism and maturity
- Knowledge of issues surrounding youth, HIV and the environment an asset
- A strong set of leadership skills (e.g. group facilitation, communication, presentation) is essential
- Capable of meeting tight deadlines, and working towards several end goals simultaneously
- Ability to work in a fast paced, results-oriented setting
- Proven problem-solving skills and capable of working well under stress
- Work well with minimal supervision
- Strong work ethic with a team player approach

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## **Manager, Design – Communications**

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LetsStopAIDS now has a new 12-month volunteer contract opportunity for a Manager, Design who is responsible for designing media and marketing tools. Reporting to the Vice President of Communications, the Manager, Design will be responsible for delivering high quality and professional materials for brand management. This position would be ideal for a current student or recent graduate looking to gain relevant workplace experience with an organization that offers a flexible schedule.

**Time Commitment:** 10-15 hours/week (varies) (Most of time is virtual)

### **Responsibilities:**

- Directs and manages the event design team and external resources/contacts
- Leads design projects from concept to completion
- Collaborates with designers/web designers/other departments and to develop creative layout solutions for various events, promotional pieces and trade publications where required
- Responsible for art direction and presentation of final layouts
- Design and execution of project plans to ensure time line and budgets are met
- Identify internal/external resources requirements and provide costing and time estimates
- Keep up to date with new technologies and social networks and be able to apply them appropriately-facebook, twitter & myspace
- Liaises with internal and external contacts
- Provides superior customer service to internal and external contacts as a representative of Communications department
- Works closely with Manager, Media Manager on variety of design initiatives
- Other projects as directed

**Qualifications:**

- Undergraduate degree/diploma in related field, in the process of completing a degree program in related field, or equivalent combination of education and work experience
- Solid knowledge of all graphic fundamentals, layout, brand development and creative process
- Skilled with software programs – Microsoft Office, Mac OS X, and Adobe Creative Suites 4 (InDesign, Illustrator, Photoshop, Bridge), AfterEffects, Premiere/Avid/Final Cut experience (editing software) is considered an asset
- Filming/Photography experience is a plus
- Detail Oriented with 100% accuracy
- Working knowledge of web technologies – cms, wordpress, php, css, html
- Exceptional oral and written communication and interpersonal skills;
- Creativity and ability to think “outside the box”
- Ability to develop execute creative concepts and effectively communicate them
- Understanding of communications aspect of non-profits
- Superior project and time management skills, MS Project is an asset
- Proven leadership skills with the ability to mentor and develop event design team
- Knowledge of issues surrounding youth, HIV and the environment
- A strong set of leadership skills (e.g. group facilitation, communication, presentation) is essential
- Ability to work in a fast paced and results-oriented setting while meeting deadlines
- Proven problem-solving skills and capable of working well under stress
- Strong work ethic with a team player approach and ability to work with minimal supervision
- Sense of humour and a fun, approachable disposition are critical, as is a sense of professionalism and maturity

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## HRIS Database Developer – Human Resources

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Reporting to the Manager, Human Resources, the *HRIS Database Developer* is responsible for creation and maintenance of the online HRIS database system for LetsStopAIDS. The HRIS Database Developer is also responsible for troubleshooting and updating the database as dictated by future need.

LetsStopAIDS has an exciting 12-month volunteer contract opportunity for a confident, results-driven professional to join our Information Technology team. This position would be ideal for a current student or recent graduate looking to gain relevant workplace experience with an organization offering a flexible schedule.

**Time Commitment:** 5-10 hours/week (varies) (Most of time is virtual)

### **Responsibilities:**

- Creates and maintains an online HRIS database system which combines both short-term and long-term organizational needs
- Works closely with the HR department in assessing the needs and requirements for the system, through consideration of various business functions within the organization
- Serves as a liaison between HR and IT Departments to provide system support, analysis and technology solutions that meet the needs of the HRIS system
- MUST maintain utmost confidentiality with regards to information being migrated into the system
- Recommends and develops policies and procedures designed to increase end user accuracy, efficiency, effectiveness and user-friendliness of HRIS use
- Assists in identifying and analyzing HRIS-related problems, and devising solutions

- Performs tests to ensure all processes work according to the pre-determined goals identified

**Qualifications:**

- Undergraduate degree or working towards an undergraduate degree in Information Technology
- Previous experience in developing databases would be considered an asset
- Exposure to ERP, ESS, SQL, SSP and HR Database systems is preferred
- Ability to troubleshoot problems, changes and modifications within a particular database
- Advanced computer skills (Excel, Access, Database Management)
- Strong work ethic, problem-solving capabilities and a positive attitude
- Must be able to work both independently as well as part of a team
- Ability to meet deadlines in a fast-paced, results oriented environment
- Well developed communication skills

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## Vice President, Development - Development

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Reporting to the President, the *Vice President of Development* will be responsible for raising funds and developing growth of the organization's national and international projects. The individual will lead a development team who would be responsible in researching and implementing development strategies, as well as prepare proposals to gather funding for all organization's projects. The individual must be highly professional, organized, and maintain positive relationship with the donors. They must be motivated, enthusiastic, and check their email frequently.

LetsStopAIDS has an exciting 12 month volunteer contract opportunity for a confident, results-driven professional to join our Leadership team. This position would be ideal for a current student or recent graduate looking to gain relevant workplace experience with an organization that offers a flexible schedule.

**Time Commitment:** 10-15 hours/week (varies) (Most of time is virtual)

### Responsibilities:

- Research and write public and private grant application and proposals
- Oversees research and gathers information on current market trends, community needs, and on similar charities, and present the information to the executive members
- Maintain current and up-to-date donor information and continuously maintain a positive relationship with the donors
- Monitor and report the progress of all fundraising activities and development programs; ensure that all activities are on-budget and meet the minimum standards and deadlines
- Collaborate with and provide support to other executive team members on all major fundraising initiatives; prepare annual budgets with the President and Vice-President of Finance
- Report to President/Founder, and identify, develop, and manage the development team

### Qualifications:

- Undergraduate degree or currently working towards an undergraduate degree in social service, communication, business, advertising/public relations or related field and/or equivalent combination of education and work experience
- Experience in fundraising, writing grant proposals, and campaigning
- Has knowledge of and/or willing to learn about the issues surrounding youth and HIV/AIDS
- Excellent written, verbal and interpersonal communication skills
- Ability to work independently with minimal supervision

- Ability to work well in a team environment and demonstrate leadership capabilities
- Ability to establish and maintain a relationship with donors, board members and staff
- Strong organizational and time-management skills
- Ability to work in a fast paced and result-orient environment
- Has proven problem-solving skills and capable of working well under stress
- Has excellent computer skills and have experience working with Microsoft Word, Excel, and Power Point
- Has a positive outlook and a 'can do' spirit towards all tasks
- Willingness to work extra hours when necessary to complete any unfinished work
- Bilingualism (English/French) would be an asset

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