



Bilingual Representative

Donor Development Coordinator

Education Team Members

E-Marketing Specialist

Endorsement Program Coordinator

Media Relations

Outreach Representatives

Publications Specialist

Sponsorship and Grants Coordinator

Webmaster

For all positions, please e-mail
Jason Lee (jlee@LetsStopAIDS.org), Talent Acquisition Specialist.
Please make position of interest your subject line.

Bilingual Representative – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Bilingual Representative**, you will assist in the translation of various materials from English to French. The individual must be detail-oriented and is able to maintain coherency within the messages.

Responsibilities:

- Ensure that all materials are bilingual in English and French, this include but are not limited to:
 - webpage contents
 - newsletters
 - posters
 - donation forms
 - brochures
- Report to Vice-President, National

Qualifications:

- Must be fluently bilingual (French and English) in both oral and written communications
- Excellent translation, writing, editing and proofreading and computer skills.
- Significant level of attention to ensure messaging is consistent.
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Responsible, dependable, and demonstrates a high level of professionalism.
- Experience with Microsoft Word, Excel and Power Point.

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references or samples of past work.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Donor Development Coordinator – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Donor Development Coordinator**, you will work closely with the Vice-President, National to implement solid databases of our donors, for online donations as well as initiating the mobile giving campaign. The individual will also develop strategies for donor retention as well as expansion.

Responsibilities:

- Evaluate existing donor databases and online donation systems as well as implementing the system of choice for the 24 Hour Wake.
- Initiate the mobile giving campaign.
- Coordinate all aspects of donor relations with the objective of increasing donor retention and loyalty, and cultivating new donor relationships.
- Identify opportunities to build and strengthen relationships with new and existing donors.
- Respond to donor questions or comments.
- Report to Vice-President, National

Qualifications:

- Previous experience as non-profit employee and/or volunteer preferred
- Extensive software experience, particularly with MS and Adobe products as well as fundraising softwares.
- Certified Fundraising Expert (CFRE) designation preferred, but not required.
- Excellent written, verbal and interpersonal communication skills
- Strong attention to detail
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Experience with Microsoft Word, Excel and Power Point.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Education Team Members – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As part of the **Education Team**, you will develop a collection of resources for use by group leaders. Members are also responsible for putting together a team of speakers who will represent LetsStopAIDS at various 24 Hour Wakes across the nation.

Responsibilities:

- Research and develop age-appropriate materials relating to the 24 Hour Wake.
- Develop a solid team of speakers (either individuals from LetsStopAIDS or partnerships within the community) who will be involved in speaking engagements on behalf of the organization prior to and during the 24 Hour Wake.
- Report to Vice-President, National

Qualifications:

- Equivalent education or experience in the field of education.
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Well-developed communication skills.
- Professional presentation.
- Strong work ethic with a team player approach, possessing developed leadership skills and a positive outlook.
- Experience with Microsoft Word, Excel and Power Point.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

E-Marketing Specialist – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **E-Marketing Specialist**, you will be responsible in developing an innovative, yet effective marketing strategy which will be executed through various social media outlets. The goal is to increase public awareness, drive web traffic as well as maximizing the number of groups participating in the 24 Hour Wake.

Responsibilities:

- Promote the 24 Hour Wake through various venues of social media such as Facebook, Twitter, MySpace, Flickr, blogs, etc.
- Management and constant updates through these social media.
- Ensure consistency of messaging and branding.
- Evaluate the efficacy of social media campaigns.
- Develop the strategic plan for e-marketing for the following year.
- Report to Vice-President, National

Qualifications:

- Demonstrated use of creative digital media strategies
- Excellent written, verbal and interpersonal communication skills
- Responsible, dependable, and demonstrates a high level of professionalism.
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Strong work ethic with a team player approach, possessing developed leadership skills and a positive outlook.
- Excellent analytical, organizational and time management skills
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Endorsement Program Coordinator – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Endorsement Program Coordinator**, you will establish rapport with professionals in the healthcare community and beyond to build a support network for the 24 Hour Wake.

Responsibilities:

- Research and contact healthcare professionals to address any health issues relating to the 24 Hour Wake.
- Increase the credibility of the event.
- Build and maintain relationships with research scientists, healthcare and other professionals
- Develop a feedback system.
- Collect testimonials from past participants.
- Report to Vice-President, National

Qualifications:

- Equivalent education or experience in the field of communications and public relations
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Well developed communication skills and professional presentation.
- Strong work ethic with a team player approach, possessing developed leadership skills and a positive outlook.
- Experience with Microsoft Word, Excel and Power Point.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Media Relations – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Media Relations**, you will develop a media communications plan to pursue media opportunities which will generate interest, increase the profile for 24 Hour Wake and communicate our message to the community. The individual will work closely with the Vice-President, National to ensure correct messaging.

Responsibilities:

- Research and contact relevant media outlets to increase the visibility of the event as well as generate more interest through print, radio and/or television.
- Build and maintain a network of media contacts.
- Draft and circulate press releases relating to the 24 Hour Wake.
- Report to Vice-President, National.

Qualifications:

- Equivalent education or experience in the field of communications or media/public relations.
- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Excellent written, verbal and interpersonal communication skills
- Responsible, dependable, and demonstrates a high level of professionalism.
- Experience with Microsoft Word, Excel and Power Point.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references and samples of past work.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Outreach Representative(s) – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Outreach Representative(s)**, you will arrange workshops at high schools, postsecondary schools and community groups to raise awareness and promote the 24 Hour Wake. The individual(s) must be physically present at these workshops, which are primarily conducted during school hours.

Responsibilities:

- Develop strategies for hosting education seminars within areas across the nation.
- Liaise and maintain relationships with appropriate schools and community groups to maximize opportunities.
- Lead workshops at various schools to generate interest and motivate students to participate.
- Prepares and tracks individual group activities through reports.
- Report to Vice-President, National

Qualifications:

- Ability to work independently, setting priorities and meeting deliverables.
- Ability to work in a fast paced, results oriented environment.
- Well-developed communication skills.
- High level of professionalism with an infectious enthusiasm and passion.
- Strong work ethic with a team player approach, possessing developed leadership skills and a positive outlook.
- Experience with Microsoft Word, Excel and Power Point.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Publications Specialist – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Publications Specialist**, you are responsible for establishing an image for the 24 Hour Wake, which will be displayed through promotional materials and our website. The individual must be creative and be able to develop and create 24 Hour Wake-related graphics.

Responsibilities:

- Conceptualize and design the 24 Hour Wake website
- Assist in the creation of promotional materials including, but not limited to:
 - donation forms
 - resources packages
 - posters
 - newsletters
 - brochures
- Report to Vice-President, National

Qualifications:

- Equivalent education or experience in the field of computer science and/or design
- Knowledge of Flash would be an asset
- Experience with designing software such as Adobe Illustrator, Photoshop or Corel Draw, etc.
- Experience with Microsoft Office (Word, Excel, Powerpoint, Publisher).
- Ability to work independently, setting priorities and meeting deadlines.
- Detailed-oriented, well-developed communication skills.
- Professional presentation and creativity.
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references or samples of past work.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Sponsorship and Grants Coordinator – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Sponsorship and Grants Coordinator**, you will be responsible for acquiring sponsorship and applying for grants in order to ensure that the organization is raising the funds required to meet its goals and visions. The individual will maintain current relationships as well as initiating new projects with professionalism.

Responsibilities:

- responsible for fund development by identifying, organizing & analyzing prospects
- applying for relevant corporate sponsorships and grants to raise funds required for carrying out the 24 Hour Wake
- Create a strong network of corporate contacts
- Report to Vice-President, National

Qualifications:

- University or College graduate with a concentration in business or related field.
- Certified Fundraising Expert (CFRE) designation preferred, but not required.
- Strong knowledge of corporate giving and major gift fundraising.
- Possess strong interpersonal and presentation skills that will enable them to communicate effectively at the highest levels of any organization.
- High level of professionalism, with an infectious enthusiasm and passion for results.
- Ability to work independently, setting priorities and meeting deliverables.
- Strong work ethic with a team player approach
- Experience with Microsoft Office (Word, Excel and Power Point).
- Bilingualism (English and French) would be an asset

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated individual to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.

Webmaster – 24 Hour Wake Task Force

LetsStopAIDS is a youth-driven organization that focuses on peer education to raise awareness about HIV and AIDS. We aim to engage youth in Canada and worldwide as leaders in the response to this epidemic. Every year, we host the 24 Hour Wake as our national educational and fundraising event. Participants stay awake for 24 hours to promote HIV awareness and to generate greater interest towards local and international issues relating to the global HIV epidemic.

The organization has recently restructured our organizational structure allowing new leadership opportunities for individuals worldwide. As **Webmaster**, you will work closely with the Publications Specialist in conceptualizing the layout for the 24 Hour Wake website. The Webmaster is responsible for updating the website regularly and generating reports on web usage to suggest ways of improvement. The individual will also need to troubleshoot all web-related problems when the need arises.

Responsibilities:

- Conceptualize and program the 24 Hour Wake website
- Maintenance of the website and its contents
- Analyze web usage reports and utilize that information to recommend and implement features to drive website usage
- Report to Vice-President, National

Qualifications:

- Equivalent education or experience in the field of computer science and/or design
- Knowledge of HTML, CSS and/or Flash
- Experience with HTML-editing software such as Notepad, Dreamweaver, etc.
- Experience with Microsoft Office (Word, Excel, Powerpoint, Publisher).
- Ability to work independently, setting priorities and meeting deadlines.
- Detailed-oriented, well-developed communication skills.
- Professional presentation and creativity!
- Bilingualism would be an asset, but is not required

LetsStopAIDS has an exciting 6 month contract opportunity for an energy-driven and dedicated volunteer to join our 24 Hour Wake Task Force.

Time Commitment: on average 5 hours per week (most of time is virtual).

We ask that you submit a cover letter explaining where you believe your skills would be beneficial as well as a resume. Feel free to submit references or samples of past work.

LetsStopAIDS is an equal opportunity employer. We value diversity in the workplace, are committed to Employment Equity and will provide reasonable workplace accommodations to all applicants and employees. LetsStopAIDS is dedicated to being representative of the communities in which we work and live. All interested individuals are encouraged to apply. LetsStopAIDS supports the GIPA principles.