



POSITIVE HEALTH NETWORK

Hamilton • Halton • Haldimand • Norfolk • Brant

Internal/External Job Posting

Manager, Community Engagement and Education Programs and Services

POSITION SUMMARY:

The **Manager, Community Engagement and Education Programs and Services** is responsible for the development, implementation, coordination, supervision and evaluation of community engagement and education programs and services at the Positive Health Network.

As a member of the Management team, the **Manager, Community Engagement and Education Programs and Services** participates in strategic planning, budgeting, problem solving along with initiatives that support the overall agency.

The Manager of **Community Engagement and Education Programs and Services** supervises six direct service positions within the agency. This is a full-time management position and reports directly to the Executive Director.

PRIMARY RESPONSIBILITIES:

- Active engagement of communities, individuals, and supports of the Positive Health Network.
- Responsible for the coordination of agency communications, member and volunteer services, general public awareness and priority population education programs and services..
- Works with the Executive Director to ensure appropriate liaison and working partnerships with other community service agencies.
- Makes recommendations for improvements and/or changes to the Positive Health Network's policies, guidelines, and standards.
- Participate in community-based networking committees as necessary.
- Liaison with Leadership Team and other service providers in the community



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- to ensure effective and efficient coordination and continuity of service to the Positive Health Network service users and clients.
- Ensure that the Programs and Services are effective in carrying out the mandate, mission, and values of the Positive Health Network.
 - Develop and conduct program evaluation processes, consult with the Executive Director and assist in adapting programs in response to evaluation results and feedback from clients, service users, priority populations, Public Health and allied community-based agencies.
 - Working with the Leadership Team to ensure effective and efficient coordination of internal programs and services.
 - Support and evaluate front line-staff and teams to build responsive programs and a healthy work environment.
 - Assist in the development of program standards, procedures and guidelines ensuring consistency & quality throughout the programs.

KEY QUALIFICATIONS:

- 5 years senior leadership experience within a community-based service environment or health care sector agency which focuses on populations vulnerable to HIV/AIDS.
- Must have proven, successful track record supervising frontline staff within a community-based, unionized environment.
- Demonstrated experience in project management and program development, implementation, and evaluation.
- Excellent writing and proposal development skills.
- excellent understanding of the community health and social service networks in the Hamilton, Halton, Haldimand, Norfolk and Brant regions
- In-depth knowledge of issues facing people living with HIV/AIDS in the current environment.
- An undergraduate degree in Communications, Health Promotion Social Sciences or a combination of other post-secondary education and experience.



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- In-depth experience working in a community development anti-oppressive framework.
- Proven experience working with marginalized populations with a focus on sexual health, substance use and mental health and addiction issues.
- Excellent communication and management skills, including social media, conflict resolution/mediation, motivation, and mentoring.

WHAT WE OFFER: This is a full-time, permanent (35 hours/week) position with the Positive Health Network. We offer a competitive compensation package, including comprehensive benefit package.

Position: Manager, Community Engagement and Education Programs and Services

Status: Management

Supervisor: Executive Director

Supervisors: Direct program and service staff (6 direct reports)

Salary: \$60,000- \$65,000 + Benefits (starting salary commensurate with qualifications and experience)

Location: Hamilton, Ontario

HOW TO APPLY:

Please forward your electronic resume and covering letter by email only no later than 5:00 pm on Monday, September 28th, 2026, to:

recruitment@positivehealthnetwork.org

The Positive Health Network values inclusion and diversity and promotes access and equity using an anti racism, anti oppression framework. Persons living with HIV are encouraged to apply.