

***Realize***

**Job Title:** Program Assistant (Outreach)

**Reporting Relationship:** Program Director or their designate

**Work Location:** Work from home (with option to attend in-person team meetings on occasion)

**Salary**: $45,000 per annum

**Workweek**: 1FTE

**Contract Type**: Full-time (flexible working hours)

**Contract period:** ASAP – March 2026

The Program Assistant (Outreach) will work under the direction of the Program Director, or their designate and will support the ***Realize*** Program Team in conducting outreach activities related to all aspects of the development and implementation of ***Realize*** projects as directed by the Program Director.

**Areas of Work**

**Outreach, Administrative and Program Support**

* Organize meetings and events – whether in person or online (e.g. Zoom) - as directed by the Program Director, or their designate
* Act as first point of contact for external stakeholders engaged in ***Realize***’s Communities of Practice, research teams and project advisory committees
* Assist with planning and organizing outreach and engagement opportunities as directed by the Program Director, or their designate, including developing meeting agendas and materials
* Support the Program Team with internal and external outreach communications
* Prepare and edit outreach related correspondence/presentations/reports etc. as directed by the Program Director, or their designate
* Take minutes for related meetings, as identified by the Program Director
* Disseminate outreach-related information to stakeholders, as directed
* Collate feedback and correspondence from external partners consulted by the Program Team
* Keep records related to committee membership, meeting attendance, and event participation using ***Realize*** tools
* Work with relevant staff and key stakeholders
* Gather information to facilitate effective outreach, as directed by the Program Director, or their designate
* Respond to stakeholder inquiries about ***Realize*** Program Team outreach activities
* Represent ***Realize*** at stakeholder meetings as required
* Provide other relevant support to the Program Team as required by the Program Director, or their designate

**Qualifications/Experience:**

* Full bilingual proficiency in English and French is mandatory
* Work experience: a minimum of 3 years experience as an administrative professional or in a coordination role
* Minimum of college diploma, or equivalent
* Knowledge and experience with Microsoft Office tools mandatory
* Extensive experience coordinating online virtual meetings/events (e.g. Zoom)
* Familiarity with the non-profit sector is an asset
* Experience and ability to work with diverse stakeholder groups; e.g. people living with HIV and other episodic health conditions, practitioners, clinicians, researchers, educators, associations, institutions and community groups, government and private sector.
* Familiarity with HIV, disability and rehabilitation issues is a strong asset
* Knowledge of PC internet security is an asset
* Current eligibility to work in Canada without restrictions

**Skills**

* Excellent organizational skills
* Ability to set priorities, meet deadlines and thrive in a fast-paced environment
* Strong administrative skills
* Excellent verbal/written skills, including editing and proofreading skills
* Strong interpersonal skills with the ability to take initiative, be flexible and adaptable, as well as a team-player

***Realize*** is committed to fair and accessible employment practices and therefore encourages people living with HIV and other episodic health conditions to apply and self-identify. Upon request, accommodations will be provided for job applicants who require them to support their participation in this recruitment process.

**To Apply**

Please submit the following documents by **email only** (no telephone, fax or social media) to [hiring@realizecanada.org](mailto:hiring@realizecanada.org) and include the Job Title in your subject line:

* A brief (maximum 3 pages) resume describing your education and work experience
* A brief (maximum 1 page) cover letter outlining why you are interested in this position

We thank all applicants for their interest, however, only applicants invited to participate in the next stage of the hiring process will be contacted.