



the Stephen Lewis
FOUNDATION

Turning the Tide of HIV/AIDS in Africa
stephenlewisfoundation.org

JOB POSTING

GRANDMOTHERS CAMPAIGN OFFICER (2 POSITIONS -1 MATERNITY LEAVE REPLACEMENT)

The Stephen Lewis Foundation (SLF) works with community-level organizations that are turning the tide of HIV/AIDS in sub-Saharan Africa by providing care and support to women, orphaned children, grandmothers and people living with HIV and AIDS. Since 2003, we have funded over 1400 initiatives, partnering with 300 community-based organizations in the 15 African countries hardest hit by global AIDS epidemic. The SLF's Grandmothers to Grandmothers Campaign is an international movement of grandmothers, with 240 groups across Canada. The Campaign exists to raise funds and awareness to support the indomitable African grandmothers who are caring for millions of children orphaned by AIDS.

Position Summary

Are you a community organizer who is committed to the values of social justice, solidarity and feminism? Do you thrive in a deeply collaborative working environment? Can you nurture long-term relationships with warmth, tact and professionalism?

The position of Grandmothers Campaign Officer supports an international movement of nearly 10,000 grandmothers and grandmothers. The role requires a great degree of versatility, creativity, persistence and precision. Each Grandmothers Campaign Officer works (as part of a team) with 240 grandmothers groups in Canada, Australia and the UK., as they work to raise funds to meet the needs of African grandmothers and the children in their care; raise awareness and amplify the voices of African grandmothers – the experts on the AIDS epidemic; and build solidarity among African and Canadian grandmothers.

Requirements & Responsibilities

Strong interpersonal skills and a desire to contribute to a positive, political and collaborative work environment; background in community development, event management, HIV/AIDS services, or other grassroots work; excellent ability to problem-solve and manage conflict with tact and diplomacy; demonstrated ability to provide guidance and support to a wide range of volunteers and event organizers.

- Nurture and support members of the Grandmothers Campaign in all of their endeavors.
- Work closely with a portfolio of grandmothers groups to support and guide them through all aspects of fundraising events – from planning through implementation.
- Develop new grandmothers groups in Canada, the UK, Australia and the US.
- Communicate with warmth, professionalism, accuracy and clarity, in person and on the phone, though email and social media, and through written mediums.
- Work on a team to write key pieces of messaging related to the Grandmothers Campaign.
- Review messaging submitted by grandmothers groups to ensure it reflects the core principles and values of the Stephen Lewis Foundation.
- Use social media platforms to communicate with grandmothers and the public in order to further the goals of the Campaign.



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- Work on a team to write and edit the monthly Granny Bulletin and contribute to other SLF publications.
- Travel within Canada to speak with grandmothers groups and members of the public about the Grandmothers Campaign and the SLF.
- Perform daily administrative tasks such as managing group and donor information in Raiser's Edge, sending out materials, and promptly replying to phone and email inquiries.
- Assist grandmothers with social media platforms, especially Twitter and Facebook.
- Use Excel, Word, Adobe and PowerPoint to create spreadsheets, documents and presentations.
- Use WordPress to manage the Grandmothers Campaign website and raise to manage online fundraising
- French language fluency an asset.
- Other duties as assigned by your supervisor.

In addition to the above, the ideal candidate is able to work flexible hours and travel when needed. A valid driver's license is strongly preferred. Please note that this position *does not* involve regular or direct contact with our community-based partners in Africa.

The 2 positions are full-time and base in our downtown Toronto offices.

Supervisor: Director of the Grandmothers to Grandmothers Campaign.

Those wishing to apply please send your resume and cover letter to: careers@stephenlewisfoundation.org. Please note "Grandmothers Campaign Officer" in the email subject line.

The closing date for this position is **April 24th, 2017 at midnight.**

Please do not call or email the Foundation about this posting. Only those selected for an interview will be contacted.

The Stephen Lewis Foundation is an equal opportunity employer.

Thank you for your interest!