



Turning the Tide of HIV & AIDS in Africa

stephenlewisfoundation.org

JOB POSTING

GRANDMOTHERS CAMPAIGN OFFICER

The Stephen Lewis Foundation (SLF) works with community-level organizations which are turning the tide of HIV and AIDS in Africa by providing care and support to women, orphaned children, grandmothers and people living with HIV and AIDS. Since 2003, we have funded over 1700 initiatives, partnering with more than 325 community-based organizations in the 15 African countries hardest hit by the global AIDS pandemic.

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.

Job Summary

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.

Job Requirements & Responsibilities

Strong interpersonal skills and a desire to contribute to a positive and collaborative work environment; background in community development, event management, HIV and AIDS services, or other grassroots work; excellent ability to problem-solve with tact and diplomacy; and a 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 endeavours
- Work closely with a portfolio of grandmothers groups to support and guide them through all aspects of fundraising events – from planning through to implementation
- Develop new grandmothers groups in Canada, the UK, and Australia
- Communicate with warmth, professionalism, accuracy and clarity, in person and on the phone, through email and social media, and through written mediums
- Work with 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

Stephen Lewis Foundation, 260 Spadina Ave., Suite 100, Toronto, ON, M5T 2E4, Canada · Tel: 416-533-9292 · Toll-free: 1-888-203-9990 · info@stephenlewisfoundation.org

Board of Directors: Stephen Lewis (Co-Founder and Co-Chair) · David Morley (Co-Chair) · Clea Brown · Phil Cowperthwaite · Vuyiseka Dubula-Majola · Josephine Etowa ·

Mary Morison · Angela Robertson · Doug Stollery · Dave Toycey **Senior Advisor:** Ilana Landsberg-Lewis (Co-Founder) **Interim Executive Director:** Zahra Mohamed

African Advisory Board: Hon. Graça Machel (Chair) · Sisonke Msimang · Theo Sowa

- Use social media platforms to communicate with grandmothers and the public in order to further Campaign goals
- Work with 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 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

Supervisor: Manager of the Grandmothers to Grandmothers Campaign

This is a full-time position based in our downtown Toronto office.

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.

Please submit your application by **May 21, 2019**

The Stephen Lewis Foundation is an equal opportunity employer.

Thank you for your interest!