

Please Post

Canadian Treatment Action Council (CTAC)

Policy Manager

CTAC, a Toronto-based national AIDS treatment policy development organization, is looking for a person with skill and commitment to join CTAC's Toronto staff team to take charge of our policy development work under the direction of our Board. This is a full-time position.

Primary Responsibilities

- Coordination of policy development work and development and implementation of communications & collaboration plans related to specific policy development areas
- Organization of teleconference and in-person meetings of volunteer work groups, including minute-taking
- Co-ordinate the research, analysis and preparation of position papers, reports and official documents related to working groups
- Write funding and research proposals
- Work with other staff and/or consultants on project-related reporting and evaluation

Required Qualifications/Experience

- Post secondary education in public policy, public administration or a related field
- A minimum of two years non-profit and/or health policy development experience
- Proven success managing a large multi dimensional project
- Experience in grant writing and reporting
- Experience organizing meetings/events, taking minutes, and other meeting-related activities.
- Excellent written and oral English communication skills.
- Excellent interpersonal skills
- Excellent time management and organizational skills
- Willingness to work occasional evenings and weekends and occasionally travel within Canada to meetings.

Preferred Qualifications

- General knowledge of HIV/AIDS.
- Knowledge of treatment access issues related to one or more of the following: Hepatitis-C/HIV co-infection, drug side effect reporting, international issues, women's issues and public drug plans.
- Functional French (the ability to read & understand French, and communicate orally)

This position is to be located in Toronto. Only applicants selected for an interview will be contacted. Visit www.ctac.ca for more information about CTAC. Please email your cover letter and resume to: hire@ctac.ca by Sunday, July 5, 2009.

**CTAC is an Equal Opportunity Employer and respects the GIPA principle
Persons living with HIV/AIDS are encouraged to apply**