



PASAN

Job Posting: Senior Manager, Education, Advocacy & Communications

About PASAN

PASAN is a community-based Harm Reduction/HIV/HeP C organization that provides support, education, and advocacy to, for, and with individuals who are incarcerated or formerly incarcerated.

Our Mission: PASAN is a place where prisoners matter.🗯

Our Vision: We envision an end to prisons, health inequities, and the oppressions that drive criminalization, incarceration, HIV, and Hep C.

To learn more about us: <https://pasan.org/>

About the Senior Manager, Education, Advocacy & Communications role

This role is a great opportunity for a collaborative, strategic thinker and excellent communicator, who is passionate about prison health & justice issues

In this role, you will support the 6 staff who provide prison-based sexual health programming, system navigation, advocacy, and linkage to care support for incarcerated people living with and affected by HIV and Hep C and people who use drugs.

You will work with the PASAN team to identify and advance PASAN's advocacy priorities. You will use your ability to develop to support PASAN's overall education, advocacy & policy change work.

This position reports to the Executive Director.

Responsibilities (include, but are not limited to):

Strategic Leadership

- Work with the leadership team to oversee the implementation and evaluation of the anti-racism & anti-oppression action plan

- Collaborate with the leadership and staff teams to centre equity & justice in our approach, including programming, operational practices, systems, and team health & wellness.
- Work with the PASAN team to implement organizational strategic priorities

Advocacy & Community Relations

- Build and nurture relationships with partners and community members, including government agencies, community partners, funders, and advocacy groups to support advancing PASAN's mission and strategic priorities
- Work in collaboration to establish, carry out, communicate and evaluate PASAN's advocacy priorities and initiatives
- Collaborate with the In-reach team to advance individual and systemic advocacy in federal and provincial correctional facilities
- Partner with other relevant advocacy organizations to support or develop advocacy positions/campaigns on prison health, justice issues, policy change, and/or advancing harm reduction & HIV/Hep C programs in correctional facilities
- Act as the representative for PASAN at relevant coalitions, networks and other events

Program Management & Communications

- Monitor recent developments related to harm reduction, HIV, HCV, in correctional facilities and translate government policies and reports into action-oriented accessible language
- Oversee and manage the creation of PASAN's communications and educational materials, such as social media posts, website updates, educational resources, publications (CellCount)
- Develop and publish communications, including calls to action, letters to elected officials, and opinion articles,

Financial & People Operations

- Provide support and mentorship to the In-reach prison staff team (6 staff)
- Conduct annual performance evaluation and work with staff to identify relevant training and capacity building opportunities to support their professional and skill development
- Oversee and monitor assigned program budget of \$500k+, and identify measures to mitigate risks as needed in collaboration with the Executive Director
- Work with the Executive Director to identify fundraising strategies and opportunities to support the education, advocacy & policy change work, and write funding applications as required

Job Requirements:

- Demonstrated knowledge of the structural, economic, social, and political contexts that affect both incarcerated people and those who were previously incarcerated in Ontario.
- Knowledge and application of cultural safety principles, trauma-informed approaches, and an ability and willingness to work closely with communities who are over-represented in the carceral system
- A strong commitment to advancing justice, equity, accessibility and inclusion both internally and in the way programs, advocacy campaigns and other activities are designed and led
- knowledge and experience leading community development efforts that uplifts voices of communities over-represented in the carceral system.
- Proven experience developing and implementing successful advocacy campaigns in the nonprofit context and an ability to connect with a wide range of audiences to grow advocacy impact
- A strong ability to navigate conversations with a wide range of audiences, always demonstrating tact and empathy
- In-depth knowledge and experience working alongside equity-deserving communities
- and designing low barriers services and programs
- Experience leading and motivating a highly skilled and efficient team
- A strong ability to facilitate, deliver presentations, and write compelling content for a variety of mediums and contexts (e.g., blog, newsletter, social media, press release)
- An ability to translate government policies and reports into action-oriented, accessible language
- A self-starter and results-driven individual with the ability to take initiatives to grow PASAN's audience and impact

Assets:

- Experience advocating for and/or working with incarcerated individuals and their families.
- Experience working in a unionized environment
- Experience applying a restorative justice principals and practice in the workplace
- Prior experience working within an intergenerational team
- Experience working with CRM databases, content management systems, HTML, and/or graphic design

Required Qualifications & Critical Commitments

- The authority to work in Canada

- An ability to travel when required

Salary range: \$70,000 – \$75,000 based on a 5 day work week (35 hours per week)

Benefits: Extended health benefits (at 12 weeks based on insurance provider requirements)

Location: The successful candidate will work in our office at 526 Richmond St. East in Toronto.

Vacation: 4 weeks

Additional Paid Leave: 22 days of sick leave, 5 days for professional development and 6 float days per calendar year

Term: Full-time Indefinite

Posting Details

The posting closes on December 20th, 2024

We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities, and others from equity-deserving communities.

Don't be too concerned if you don't tick all of the boxes when it comes to the requirements that are outlined for this position- especially if this role excites and interests you. We would still love to hear from you.

If you require accommodation for the job application process, contact Janet Rowe, Executive Director janet@pasan.org.

The Selection & Interview Process

- Please email your application to Janet Rowe at janet@pasan.org. Your application should include the following:
 - o Your Resume
 - o A letter of interest, which should include:
 - What connects and motivates you to join the organization
 - The relevant experience and/or skills that you feel you can contribute to PASAN
 - Your understanding and commitment to advancing mission and values of PASAN

- The hiring committee will pre-screen candidates using an evaluation matrix based on the job requirements listed in the job posting.
- The hiring committee will invite each selected candidate for one to two virtual interviews the week of January 6-9th 2025.
- Note: PASAN may only meet with applicants selected to move forward in the hiring process, but our team is committed to keeping all applicants updated on the outcome of the process.