



POSITION AVAILABLE

HIV Prevention Program Coordinator

Title: HIV Prevention Program Coordinator
Reports to: Director of Membership Services
Supervises: HIV Prevention Program Volunteers & Health Educator(s)

Purpose: The purpose of the HIV Prevention Program Coordinator position is to provide HIV prevention education, short-term counseling and outreach services for members of The Aliveness Project.

Responsibilities:

- A. Coordinate HIV Prevention Program for individuals living with HIV/AIDS who use The Aliveness Project's programs and services.
- B. Provide education and risk-reduction counseling services to individuals living with HIV/AIDS regarding transmission of HIV, syphilis and other sexually transmitted infections (STIs).
- C. Provide short-term individual counseling, prevention education, and referrals to community resources for individuals living with HIV/AIDS.
- D. Conduct and coordinate outreach activities (distribution of condoms, safer sex kits, bleach kits, educational materials, etc.) for HIV Prevention Program.
- E. Coordinate group workshops and presentations on HIV prevention issues.
- F. Provide information and referrals services regarding testing and/or treatment for syphilis and other sexually transmitted infections (STIs).
- G. Work collaboratively with other staff to provide advocacy and referrals for appropriate services for those needing other services.
- H. Supervise peer educator(s) and coordinate other program activities.
- I. Coordinate HIV Speaker Bureau for presentations at our facility and at community/workplace sites.
- J. Complete and maintain records and reports required for government grants and other funders.
- K. Other duties, as assigned.

Desired Education and Experience:

Bachelor's Degree in related field and/or at least one year of experience in HIV/AIDS field; or a combination of education and experience providing equivalent knowledge.

Qualifications:

- A. Previous experience in HIV/AIDS prevention education, community development, and/or social services related to HIV/AIDS.
- B. Experience demonstrating capacities as a program coordinator, public health educator, community educator or related professional experience.
- C. A demonstrated ability to address HIV/AIDS prevention issues and previous experience working with individuals living with HIV/AIDS.
- D. Previous experience working with gay/bisexual men, people of color, injecting drug users, and/or homeless and low-income populations.
- E. Excellent written and verbal communication skills. Good organizational skills.
- F. Good interpersonal skills; must enjoy working with diverse groups of people.
- G. Valid driver's license and reliable vehicle.
- H. Previous experience using PC computer systems (Microsoft Word, Access, Excel), Internet, and e-mail programs.
- I. Desirable skills (not required): Fluency in Spanish or African language(s) to serve individuals from Latin America and/or Africa.

Hours: 40 hours per week, including evening and weekend hours.

Salary: \$32,000-\$33,000/year, depending on previous experience. Benefits include health insurance, holidays, Paid Time Off. This is a position funded by a 12-month grant (Jan.-Dec. 2011).

No telephone or e-mail inquiries, please.

To apply, please submit resume with cover letter or complete job application

By 5:00 p.m. on Monday, Dec. 6, 2010 (position open until filled) to:

The Aliveness Project, 730 East 38th Street, Minneapolis, MN 55407

PH: 612-822-7946

FAX: 612-822-9668

www.aliveness.org