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The Latino Commission on AIDS (The Commission) is a nonprofit organization founded in 1990, dedicated to meeting the health challenges and addressing the impact of HIV, AIDS, Hepatitis and Sexually Transmitted Infections (STIs) and other health conditions impacting communities. The Commission realizes its mission by spearheading health advocacy, promoting education, developing model prevention programs for high-risk communities, and crafting community driven participatory research, and building capacity in community-based organizations. The Commission's public health model encompasses five core complementary services for our diverse communities: health education, prevention, capacity building, advocacy, and health research. The Commission is proud to be an Equal Opportunity/Affirmative Action Employer. All individuals of any race, ethnicity, gender, gender identity and sexual orientation are encouraged to apply.



Hands United (HU) is the capacity building technical assistance (CBA) program within The Commission, funded by the Center for Disease Control and Prevention (CDC) under PS19-1904, Component 2, Track B, and South Region. We offer Technical Assistance (TA) and share information in English and Spanish on diverse topics designed to address the professional development needs of the HIV workforce by increasing their capacity and ability to provide effective HIV Testing in Non-Clinical Settings services, as well as Prevention Services with Populations at High Risk of HIV Transmission. HU works with organizations serving all racial/ethnic minorities in the following jurisdictions: Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Washington DC.

Director of CBA Monitoring, Evaluation and Learning (MEL)

Based in Atlanta, GA, Fort Lauderdale, FL or Durham, NC

Position Summary

The Director of CBA Monitoring, Evaluation, and Learning (MEL) is responsible for the overall monitoring, evaluation, quality assurance, and continuous quality improvement of the Hands United program, as well as material and product development, clearance, piloting, and implementation processes. Key tasks in this position include the completion of jurisdictional assessments, jurisdictional plan development, and regional plan development for the South region. The CBA MEL Director will administer and operate the overall monitoring and evaluation arm of HU, including but not limited to supervision of the CBA MEL Manager and the CBA Evaluation Specialist, contract management, preparation and submission of reports, communication with funders, project development through collaborations and partnerships and when needed, to provide culturally-responsive tailored Technical Assistance (TA) and other CBA services to strengthen the capacity of Health Departments, Clinics, and Community-Based Organizations (CBOs) directly and indirectly funded by the CDC for Ending the HIV Epidemic in the Southern US region. This is a remote position with 35% of travel required. Candidates should reside near Atlanta, G.A. and/or Fort Lauderdale, F.L. This position reports to the President of the Latino Commission on AIDS

Duties and Responsibilities

Leadership and Administration:

1. Provide oversight and strategic direction of evaluation and monitoring of CBA programming.
2. Actively participate in relevant advisory/working groups and professional forums presenting and disseminating capacity building analysis for HU and The Commission.
3. Document successes, lessons learned and challenges in implementation as well as reports of project activities and results to The Commission President, funders and collaborators.
4. Develop specific goals and plans to prioritize, organize, and ensure work plan activities are accomplished in a timely manner.
5. Analyze information and evaluate results to inform and improve the CBA delivery process.
6. Establish long-range monitoring, evaluation, and quality assurance objectives and specifying the strategies and actions to achieve them.
7. Analyze operations to evaluate performance of staff in meeting objectives.
8. Direct the implementation of evaluation and quality assurance policies and monitoring activities to ensure the program's performance and productivity meets expectations.
9. Practice effective delegation, time management, and workforce management using established project management platform.
10. Assist Director of Operations with preparation of annual program budget for approval.
11. Demonstrate high problem solving and analytical skills to predict potential challenges and design interventions to overcome them for continuous quality improvement (CQI).

Project Monitoring and Evaluation Management:

1. Lead the development of HU capacity building framework and roadmap in collaboration with the CBA Director of Operations.
2. Work closely with the CBA Director of Operation and the CBA Operations and Program Manager (OPM) to set organizational and evaluation capacity building project priorities, directions, and responding to requests for support.
3. Oversee implementation of approved evaluation work plan including the implementation of all proactive and reactive technical assistance services, institutes, webinars/webcasts, and skills building sessions, coaching, technical consultations, information transfer, and other activities to CBA consumers.
4. Provide CBA OPM guidance and support on overseeing response to proactive and reactive technical assistance inquiries by CBA consumers, and check on TA delivery process.
5. Compile information or data to write case studies, conference abstracts, and for funders and partners.
6. Establish and maintain interpersonal and collaborative relationships with organizations in assigned jurisdictions, CDC, health departments, and partner CBA providers, as well as with diverse ethnic/racial communities.
7. Facilitate skill-building sessions throughout the Southern US to build capacity of local organizations and non-clinical HIV testing sites.
8. Compile information or data to present HU and CBA TA services at events,

conferences, through presentation delivery, writing articles, or present information at meetings or conventions to promote services, exchange ideas, or accomplish objectives.

9. Ensure on-time exchange of work-related information with CBA OPM and co-workers following communication protocols and using the communication mechanisms set for HU.
10. Provide guidance and expert advice, facilitate skill-building sessions on a large-scale throughout the Southern US on topics related to HIV Testing and Prevention with HIV Negative Individuals through mentoring, and coaching sessions using face-to-face and long-distance mechanisms so that the recipients may reach their goals and objectives.

People Management:

1. Onboard, train and supervise the CBA MEL and the CBA Evaluations Specialist on expectations, protocols and procedures.
2. Implement principles and procedures for personnel recruitment, selection, performance appraisal, and training.
3. Liaise between the HU team, The Commission and the Centers for Disease Control regarding evaluation, monitoring and learning.
4. In collaboration with the CBA OPM, grow the professional development (mentorship, support, and the provision of information and resources) of team members to assist CBA consumers.
5. Suggest applicable technology to assist organizations in a scalable, cost-effective manner.

Other:

1. Complete all other duties as necessary and as assigned including talent acquisition for employees and consultants.

Preferred Qualifications

Ideal candidates should have strong knowledge and experience with monitoring and evaluation, quantitative and qualitative data capture and representation methodologies, applied project management practices in CBA; strong knowledge of topics related to HIV, including advances in the HIV field (PrEP, PEP); knowledgeable about evidence-based HIV prevention interventions and public health strategies; and be familiar with topics related to STI and Hepatitis testing integration and services, and linkage to care and referrals model; proven experience in building the capacity of partner institutions to document and disseminate industry information, manage knowledge, measure progress and plan and advocate appropriately; demonstrate ability to operate in complex environments, with multiple developments and manage for actions and unintended consequences by employing feedback mechanisms and review processes. Candidates must have strong facilitation skills; and the ability and confidence to engage in networking opportunities, provide coaching, and create tools for all TA recipients on appropriate HIV testing and prevention strategies. Furthermore, ideal candidates must have the flexibility and ability to travel within the U.S.

Required Qualifications

Education and Experience:

- Master of Public Health, Public Administration, Social Science or related fields.
- At least 7 years of experience working with African-American/non-Hispanic Black and/or Latino MSM and Transgender, gender non-confirming and non-binary communities on public health, social, and or community driven program initiatives.
- At least 7 years of capacity building or facilitation skills in virtual or in-person settings.
- Demonstrated experience with research evaluation methodology and design
- Demonstrated experience responding to request for proposals, announcements or contract applications

Skills, Knowledge, and Abilities:

- Bilingual Spanish/English desired but not required.
- Experience working remotely as part of a team, as well as independently and proactively.
- Cultural responsiveness in working with populations heavily impacted by HIV and AIDS.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of HIV fundamentals, including biomedical prevention interventions (PrEP, PEP, Treatment as Prevention).
- Knowledge and experience using Microsoft Office, including Excel and PowerPoint.
- Skills and/or some experience using long-distance learning platforms such as Zoom, Hubilo, Cloud Services, etc.
- Excellent organizational skills.
- Thorough analytical skills.
- Strong written skills: report-writing and curricula writing.
- Strong computer skills.
- Strong oral presentation and group facilitation skills.
- Ability and willingness to engage in new tasks and learn new skills.
- Ability to prioritize projects and manage time effectively.
- Ability to adjust to a fast-paced team approach.

COMPENSATION AND BENEFITS

In addition to a competitive salary, Latino Commission on AIDS offers a full benefit plan, paid sick time, vacation leave, commuter benefits and a comprehensive retirement plan.

COVID-19 VACCINATION

The Latino Commission on AIDS is committed to helping prevent the spread of COVID-19 and to protecting the safety of our employees. The Commission adheres to COVID-19 vaccination guidelines from the Center for Disease Control and Prevention (CDC), New York City Department of Health and Mental Hygiene and New York State Department of Health. All employees will be required to be fully vaccinated unless the employee is approved for a reasonable accommodation due to disability or religious reasons.

HOW TO APPLY

Please submit a cover letter and resume to Angelica Ramirez, Director of Operations at aramirez@latinoaids.org with Subject: Director of CBA Monitoring, Evaluation and Learning (MEL) Position. The position will remain open until filled.