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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.

Capacity Building Assistance (CBA) Monitoring, Evaluation and Learning (MEL) Manager Based in Atlanta, GA, Fort Lauderdale, FL

Position Summary

The CBA Monitoring, Evaluation, and Learning (MEL) Manager is responsible for assisting the CBA Director of MEL in developing the CBA program strategy, for all monitoring and evaluating initiatives, and for providing accountability and efficiency. This position will be responsible for establishing, modifying and monitoring key performance indicators and training the CBA staff on evaluation protocol and procedures. The CBA MEL Manager will supervise the CBA MEL Specialist. This is a remote position with 40% of travel required. Candidates should reside near Atlanta, G.A. and/or Fort Lauderdale, F.L. This position reports to the Director of Monitoring, Evaluation, and Learning.

Duties and Responsibilities

Project Monitoring and Evaluation Management:

1. Participate in and provide support to CBA project evaluation and design activities
2. Track and update monitoring and evaluation data as well as ensure the data is the best quality
3. In collaboration with the CBA MEL Director with development of data collection tools.

4. Monitor project activities, outputs and progress of CBA activities.
5. Work with data platforms, databases and select technologies to capture and organize data
6. Train CBA Specialists in monitoring and evaluation process and provide ongoing coaching.
7. Conduct or provide support to data quality assessments.
8. Clean, sort, categorize and organize data and summarize findings
9. Assist the CBA MEL Director with disseminating evaluation findings and project results to funders and partners.
10. Compile information or data to promote 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.
11. In collaboration with the CBA MEL Director, develop specific goals and plans to prioritize, organize, and ensure work plan activities are accomplished in a timely manner.

People Management:

1. Onboard, train and supervise the CBA Evaluations Specialist on expectations, protocols and procedures.
2. Liaise between the CBA Specialists and the CBA MEL Director.
3. Provide guidance and expert advice for consumers through mentoring, and coaching sessions using face-to-face and long-distance mechanisms so that the recipients may reach their goals and objectives.
4. Suggest applicable technology to assist organizations in a scalable, cost-effective manner.

Other:

1. Demonstrate high problem solving and analytical skills to predict potential challenges and design interventions to overcome them.
2. 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; familiarity 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. Furthermore, ideal candidates must have the flexibility and ability to travel within the U.S.

Required Qualifications

Education and Experience:

- Bachelor's degree in Public Health, Public Administration, Social Science or related fields. Master's degree preferred
- At least 4 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 4 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.
- Strong computer skills and 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 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@latinoaid.org with Subject: CBA Monitoring, Evaluation and Learning (MEL) Manager Position. The position will remain open until filled.