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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) Specialist

Position Summary

The CBA Specialist provides technical assistance (information transfer, skills building, mentoring, coaching, technical consultation, etc.) using diverse face-to-face and long distance mechanisms (webinars, e-learning, webcasts, etc.) to health departments, community based organizations (CBOs), and other health, human and social service organizations in the southern region. The CBA Specialist ensures that the work is carried out in a professional, competent, efficient and organized fashion. This is a remote position with 35% of travel required. Candidates should reside near Atlanta, G.A., Fort Lauderdale, F.L. and/or Durham, N.C. Travel required for this position. This position reports to the CBA Operations and Program Manager.

Duties and Responsibilities

Coordination of Program Activities and Deliverables:

- Establish and maintain interpersonal and collaborative relationships with health departments and HIV service organizations in assigned jurisdictions, CDC, partner CBA providers, as well as with diverse ethnic/racial communities.
- Ensure active communication and information exchange between TA service recipients, CBA Specialists throughout the CBA process.

- Develop specific goals and plans to prioritize, organize, and ensure project activities are accomplished in a timely manner pursuant to planned timelines.
- Develop, design, and/or create new products, including development, writing, and implementation of curricula delivered either face-to-face or long-distance.
- Present CBA TA services at events, conferences, and other assigned activities.
- Ensure on-time exchange of work-related information with CBA Operations and Program Manager and co-workers following communication protocols and using the communication mechanisms set for Hands United.
- Practice effective collaboration, time management, and workforce management using established project management platforms.

Capacity Building and Technical Assistance:

- Utilize the available systems to provide response to proactive and reactive technical assistance inquiries by CBA consumers, and check on the assistance delivery process: assessment calls, action plans development, and provision of TA.
- 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.
- Implement topic-based Institutes e.g. PrEP/PEP Institutes that provide skills building, technical assistance, networking opportunities and other activities to CBA consumers.
- In collaboration with the CBA Operations and Program Manager, discuss professional development plans necessary to achieve program implementation goals (mentorship, support, and the provision of information and resources) to assist CBA consumers.
- Suggest applicable technology to assist organizations in a scalable, cost-effective manner.

Data Collection and Reporting:

- Ensure that evaluation protocols are implemented across all TA activities.
- Compile information or data and write institutes reports, case studies, debriefing reports, and conference abstracts.

Other:

- Perform and assist with special assignments and other work associated with capacity building efforts, on an as-needed basis.
- Complete all other duties as necessary and as assigned.

Preferred Qualifications

Ideal candidates should have strong knowledge and experience of topics related to HIV, including advances in the HIV field (PrEP, PEP); familiarity with evidence-based HIV prevention interventions and public health strategies; and be familiar with topics related to STI and Hepatitis testing integration and services, linkage to care and referrals models, and third party billing. 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:

- Bachelor's degree or three years of work experience in health, health education, social science, public administration, behavioral science or related fields.
- At least two years of experience working with African-American/non-Hispanic Black and/or Latino MSM and Transgender, gender non-conforming and non-binary communities on public health, social, and or community driven program initiatives.
- At least two years of capacity building or facilitation skills in virtual or in-person settings.

Skills, Knowledge, and Abilities:

- Bilingual Spanish/English preferred, 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.
- 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 and analytical skills.
- Strong writing 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.

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: Capacity Building Assistance (CBA) Specialist. The position will remain open until filled.