



COMMUNITY CENTER

GREATER CLEVELAND

Job Description

Job Title: HIV Prevention Education Coordinator

Reports to: Director of Programs

Status: Full Time, Non-Exempt, Salary

Position Information:

The HIV Prevention Education Coordinator will be responsible for community outreach surrounding prevention education targeting high-risk populations, PreP education and referral, and HIV testing and counseling. This position is funded through a one year grant from Gilead, the HIV Prevention Education Coordinator will continue steps established during the 2015-2017 service year for outreach and PreP information dissemination.

The Coordinator will monitor community outreach efforts, create new contacts in the community for information dissemination, conduct presentations about PreP, and work with community agencies around outreach opportunities.

The coordinator will be responsible for recruiting, training, and supervising 5 Public Opinion Leaders (POLs).

The coordinator will be responsible for representing the LGBT Community Center of Greater Cleveland at various HIV prevention meetings and taskforces.

Essential Duties and Responsibilities:

- Provide oversight of the Public Opinion Leader program
- Individual HIV counseling and referrals
- Attending Regional AIDS Group, Ryan White Planning Collaborative, and other prevention meetings
- Establish quarterly HIV prevention workshops at the Center
- Coordinate 6 community training dinners throughout the year
- Monitor barriers of access to prevention and treatment in the community
- Assist efforts to overcome barriers to prevention and treatment
- Develop strong relationships on behalf of the Center with the Greater Cleveland HIV prevention community

- Arranging dissemination of educational materials in high-risk areas
- Maintain records of outreach materials, literature, and outreach efforts
- *Note: Position requires evening and weekend hours*

Required Qualifications:

- Experience with program coordination, implementation, and evaluation
- Experience with working with diverse populations
- Familiarity with LGBTQA culture
- Familiarity with HIV prevention trends and history
- Superior organization, data analysis and logistics skills including exceptional written and verbal communications skills
- Excellent interpersonal skills
- Proficiency with Microsoft office
- Demonstrated ability to work effectively with men, women and transgender individuals of diverse races, ethnicities, ages, abilities and sexual orientations in a multicultural environment
- Ability to lift and carry up to 30 lbs.

To be considered for this position, please submit your resume and cover letter via email to jobs@lgbtcleveland.org and put "HIV Coordinator" in the subject line.