

# HIV/Sexual Health Trainer/Project Coordinator

ETR, a private, non-profit, health education organization, is seeking a qualified person *with experience working with diverse populations in community-based organizations or health department settings* to join its Solutions and Research/Science Groups as a Project Coordinator. *This position will be located in Oakland, CA.*

Education, Training and Research (ETR) offers evidence-based health and education products and programs providing solutions that work for health professionals, educators, and consumers throughout the United States. We employ proven methods that engage individuals, families, and communities in eliminating health and educational inequities, managing risk, and making optimal health choices.

## Job Summary

Reporting to the Project Directors/PIs, the Project Coordinator I for the CDC/DHAP HIV Prevention Capacity Building Project and the West Contra Costa Project will be responsible for developing and executing training designs, facilitating and training CBA related events, and coordinating other capacity building assistance and related activities in the area of HIV/AIDS and sexual health. Coordinates and ensures delivery of assigned day-to-day deliverables with input and guidance from supervisor. Assists in writing reports, proposals, re-applications and progress reports. Plans and designs specific project deliverables with oversight of supervisor. Contributes ideas to business unit strategic planning and resource development.

## Responsibilities and Duties

- Designs and deliver training content in the area of sexual health, HIV/AIDS, prevention with HIV positive individuals, high risk HIV negative individuals, HIV testing and counseling, and organizational development for organizations with complex needs.
- Coordinates in collaboration with project stakeholders the development and design of assigned project activities and protocols as well as coordinate the delivery of all project materials and services, including planning logistics, production and implementation.
  - CDC/DHAP HIV Prevention Capacity Building Project: Coordinates and implements entire scope of CBA, including EBIs, Public Health Strategies and the development of training designs and delivery of related materials or trainings, to CBOs nationally as a part of the National EBI Training Team.
- Contributes to maintenance of project activities and ensures delivery of day-to-day project deliverables.
- Coordinates, designs, and delivers training events and other project-related technical assistance.
- Researches, conceptualizes, and develops new ideas for project activities and services as directed by supervisor.
- Maintains expertise in project focus area(s), including staying up-to-date in research, program literature, interventions, strategies, etc.
  - Specifically, in the areas of sexual and reproductive health (especially HIV/AIDS issues) as well as sexual harassment and discrimination, current HIV prevention interventions, EBI's, public health strategies and capacity-building methodology.
- Communicates with funder as necessary.
- Works with other staff and consultants in the development and timely delivery of project activities and conceptualization of products.

- Provides ideas to the strategic planning of related and potential projects.
- Contributes to departmental resource development efforts through written contributions to new project ideas, proposal writing and budget development.
- Contributes to the writing of the project's progress reports, summary reports, re-application proposals, technical reviews and or new proposals that are relevant to the project.
- Oversees the management and organization of the project documentation and office files.
- Participates in department/center meetings, agency all staff meetings and other meetings as requested. Facilitates project meetings, as needed.

## Other (CDC/DHAP HIV Prevention Capacity Building Project)

- Collaborates with the Project Director to recruit and convene an advisory board with the required representatives. Coordinates the advisory board's review of materials as needed.
- Maintains all social media outlets and assist with the coordination of learning communities.
- Works with the Webmaster to create a CBA project website, and develops an online CBA library of relevant materials and supplemental curricula that support CIS focus areas, EBIs and PHS.
- Develops content for project newsletter, social media and marketing material.
- Assists with the adaptation of HIV interventions and EBIs and strategies to the cultural and environmental needs of the project's consumers as a part of CBA.

## Accountabilities

- Monitors project scope-of-work (SOW) and tasks and timelines to keep project(s) on schedule.
- Successfully meets project objectives, standards and timelines with high degree of accuracy.
- Plans, designs and implements all project activities as directed by supervisor.
- Produces high quality project activities/trainings/protocols/products.
- Remains current on important developments and knowledge in project area(s).
- Monitors project budget to ensure expenditures are within budget parameters.
- Contributes in the writing of progress reports/sections. Maintains complete and accurate documentation of project activities.
- Participates in and contributes ideas to departmental strategic planning and cooperative project planning.
- Works independently to organize tasks as well as participates in cooperative project planning.
- Keeps supervisor well informed.
- Functions effectively as agency point-of-contact for funders.
- Demonstrates excellent oral, written communication and interpersonal skills.
- Develops and maintains positive relationships with other ETR staff, project partners, funders, vendors and the public.
- Contributes to improving office and/or project procedures with creative and practical ideas.
- Follows agency policies and procedures.
- Maintains confidentiality of sensitive information.

## Qualifications

- BA/BS degree or equivalent in related field.
- Three to five years of experience with providing technical assistance or capacity building assistance to community based organizations, health departments, and/or schools.
- Three to five years' experience in implementing HIV prevention interventions and/or strategies for diverse populations in community-based organizations or health department settings.
- Three to five years in training adult learners in a variety of environments.
- Minimum of one year of experience in the management and coordination of multiple programs/projects overseeing project staff and/or consultants.
- Comprehensive knowledge of public health, HIV/AIDS prevention and treatment, sexual and reproductive health, training theory and approaches.
- Extensive knowledge of the cultural values, beliefs, needs and expectations of all populations prioritized by CDC/DHAP as specified in the project goal.
- Ability to work with diverse groups of people with an understanding of and ability to gain the trust of key prioritized populations with whom the projects provide services.
- Strong skills in the conceptualization, design and development of training and participant materials, manuals.
- Strong skills in group facilitation and presentation.
- Strong organizational, interpersonal and leadership skills.
- Excellent verbal and written communication skills.
- Proficient with all MS Office applications (Excel, Word), Outlook and Internet.
- Ability to work independently and as part of a team, with limited supervision.
- Experience monitoring project budgets.
- Ability to provide initiative and oversee a project with multiple tasks from conception to completion as directed.
- Ability to balance completion of assigned project tasks, both short and long-term, with the performance of routine duties.
- Ability to meet short deadlines, and work additional hours during deadline periods.
- Ability to travel as assigned.
- Valid driver's license, acceptable DMV record and proof of auto insurance required.

**Salary Range:** Commensurate with Experience. Full-time. Exempt. Level 5-15.

ETR offers excellent fringe benefits, including employer-paid life, disability, health, dental and vision insurance; generous personal time off and holiday pay. ETR sponsors a 401(k) retirement benefit to qualified employees.

**Deadline: July 16, 2014 or until filled.**

**Application:** Please submit cover letter, resume and salary requirements to: T. Sanders, Human Resources Dept., ETR Associates, 4 Carbonero Way, Scotts Valley, CA 95066. E-mail: [openjobs@etr.org](mailto:openjobs@etr.org). To learn more about ETR Associates go to [www.etr.org](http://www.etr.org).