HIV/STI Program Coordinator

Familias en Acción’s mission is to strengthen the health and well-being of Latino families and communities. We promote empowerment and holistic family well-being for Latino through compassionate community engagement, education and advocacy for social change.

La misión de Familias en Acción es fortalecer la salud y el bienestar de las familias y comunidades latinas. Promovemos el empoderamiento y el bienestar familiar holístico para los Latinos a través del compromiso comunitario compasivo, la educación y la defensa del cambio social.

Position Summary

Job Title: HIV/STI Program Coordinator

Reports to: HIV/STI Program Manager

Position Type: Full Time, Exempt

Salary Range: $39,000 - $46,000; Benefits include: Medical, Dental, Vision, 401k match, generous holiday and paid time off accrual

Position Description

The HIV/STI Sexual Health Program Coordinator will be responsible for leading the implementation of a new HIV/STI community health outreach program focused on Latino men in Washington County. The HIV/STI Program Coordinator will utilize culturally appropriate educational resources and strategies. They will be responsible to recruit and engage Community Health Workers and other outreach partners from Washington County to conduct HIV/STI training and events. This work also includes building relationships with local clinics that provide HIV/STI prevention and treatment resources in order to make referrals for community members.

Primary Responsibilities

● Create and manage project plans, project schedules, work hours, budgets and expenditures
● Organize, attend and participate in HIV/STI partner meetings and events
● Develop project strategies
● Build and maintain community partnerships and relationships
● Coordinate HIV/STI educational outreach
● Participate in HIV/STI trainings
• Recruit, train, manage and acknowledge partners and volunteers
• Collect and track data
• Develop referral processes between community and services
• Other activities and/or projects as assigned

Qualifications & Skills

• Bachelor’s degree or equivalent in health, education, social work, or related field
• Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing
• Minimum of two years of experience in teaching and/or coordinating HIV/STI health education outreach or working with HIV/STI patients in the Latino community
• Ability to work with communities from diverse backgrounds and commitment to equity and inclusion
• Self-motivation and the ability to work independently
• Creative, organized, and ability to plan the logistics for meetings and workshops
• Valid driver’s license with reliable transportation that is insured

Working Conditions

• Occasional work on evenings and weekends and travel to outreach locations is required
• Employment dependent on passing a background check
• Ability to lift 10-20 lbs.
• Frequent use of keyboard, monitor, mouse, telephone and/or headset

To Apply:

Submit a resume and cover letter to info@familiasenaccion.org by Monday, March 23rd.
* Interviews will begin the week of March 16th.