



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: \$42,000 - \$46,000; Benefits include: Full Health, Vision and Dental insurance premium, two weeks of PTO, 19 paid Holidays, and a 3% 401K retirement contribution.

Position Description

The HIV/STI Sexual Health Program Coordinator will be responsible for leading the implementation of our HIV/STI community health outreach program focused on the Latine community across the Portland Metro area and other regions statewide. The HIV/STI Program Coordinator will utilize our *Me Cuido, Te Cuido* curriculum and other culturally-inclusive educational resources and strategies to address stigma, taboo and other challenges regarding sexual health.

They will be responsible for recruiting and engaging with Community Health Workers, community leaders/advocates and other outreach partners from the Portland-Metro area and across the state to coordinate HIV/STI trainings, community workshops and other relevant 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.

Note: The majority of this work is completed remotely/virtually for the time being until Familias en Acción provides further instructions on engaging with in-person meetings and/or events. Travel to and from the office will be required as needed.

Primary Responsibilities

- Create and manage project plans and schedules, individual work plans and timelines and expenditures
- Assist in the development of a Latino/a/e/x HIV Community Action Plan
- Organize, attend and participate in HIV/STI partner meetings and events
- Collaborate with HIV team to develop and implement project strategies for community

engagement

- Build and maintain community partnerships and relationships
- Recruit, train, manage and acknowledge partners and volunteers
- Coordinate HIV/STI educational outreach and co-facilitate community workshops
- Participate in HIV/STI trainings
- Collect and track data via our CLARA database and other tracking methods
- 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:

Send your resume and a cover letter that describe your knowledge, skills and professional experience that demonstrate your capacity to perform the "Requirements and Qualifications" as described above. Please send both your resume and cover letter as attachments to Ayla Rosen at ayla@familiasenaccion.org

*Employment contingent on passing a background check, proof of vaccination against COVID-19 and eligible employment documentation