Black AIDS Institute

Job Posting

Training & Capacity Building Coordinator

Overview
The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute (BAI) is looking for a highly skilled and self-motivated Training & Capacity Building Coordinator to help us end HIV and AIDS. The Training & Capacity Building Coordinator is an essential part of the Black AIDS Institute's team. Under the supervision of the Training & Capacity Building Manager, this role increases the capacity of health care organizations, health departments, and partner agencies to understand, engage, and utilize innovative HIV strategies and science to effectively respond to HIV in Black communities across the U.S. This position supports the development, implementation, and evaluation of all of the Institute’s HIV treatment and prevention trainings, capacity building and internship programs. The Training & Capacity Building Coordinator will work extensively with local communities across the country to increase the number of Black Americans reaching HIV viral suppression.

Job Location: Los Angeles, California

Reporting Relationship: Training & Capacity Building Manager

Supervisory Relationship: None

Agency-wide Duties and Responsibilities:

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports and facilitates positive interaction with others by exhibiting:
  - Initiative and ownership of work
  - Individual maturity
  - Respect for others
  - A team-centered and asset-based approach
  - Maintenance of confidential information
- Participates in appropriate professional development programs to attain and maintain competency

Position Specific Duties/Responsibilities:

- Plan and implement health-based theory community and structural interventions
- Co-plan programs, facilitate meetings and build consensus with staff and other stakeholders
- Co-design and conduct program evaluation and outcome assessments
- Develop low-, medium- and high-intensity curricula for adult learners
- Develop training content and provide technical assistance in the areas of fee-for-serve businesses process; HIV service competencies; data sharing; high-impact prevention programs; and emerging evidence-based or informed approaches
- Lead implementation of all Black AIDS Institute Training & Capacity Building programming, including, but not limited to: Brown Bag Lunch Series; African American HIV University (AAHU); Black Treatment Advocates Network (BTAN) trainings; United States Conference on AIDS and other conferences; programs conducted in partnership with other organizations; evaluation; HIV Certification Program; BAI Internship Program; and other programs as determined
- Exercise discretion and tact in all interpersonal contacts and maintain confidentiality at all times
Display an ability to manage multiple tasks using independent judgment and discretion
Work independently and accurately in a high-paced, deadline-oriented environment; ability to work under pressure while exercising discretionary judgment and making decisions when necessary with minimal direct supervision
Any other duties needed to help drive our vision, fulfill our mission, and abide by our organization’s values
Travel regularly

**Required Qualifications:**

- Minimum of 2 years’ experience conducting training and capacity building programming

**Preferred Qualifications:**

- Bachelor’s degree in Public Health or related field
- Evaluation experience and knowledge
- High level proficiency in Windows and Microsoft Office applications (Word, Outlook, PowerPoint and Excel)
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and care among Black LGBTQ, women, and other Black communities
- Knowledge of adult learning theory
- Experience in curriculum development and delivery
- Experience in long-distance training
- Strong facilitation skills
- Strong presentation skills
- Experience working with primary care organizations and/or health centers is strongly desired.
- Ability to exercise discretion and tact in all interpersonal contacts and maintain confidentiality at all times
- Ability to work effectively with people of diverse ethnicities, ages, sexual orientations, and gender identities

**Physical and Sensory Requirements:**

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)

To apply, submit a cover letter and resume to humanresources@blackaids.org. Email subject line should read “Training & Capacity Building Coordinator.” Incomplete submissions will not be considered. Black folks, LGBTQ+ people, People Living With HIV, and people who hold more than one of these identities are highly
encouraged to apply. **Initial screening will begin on October 15, 2019** and continue until the position is filled. No phone calls please.

**About the Black AIDS Institute**
The Black AIDS Institute is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS pandemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

**For more information about the Black AIDS Institute visit** [www.blackaids.org](http://www.blackaids.org).