Black AIDS Institute

*Job Posting*

*Training & Capacity Building Manager*

**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 Manager to help us end HIV and AIDS. The Training & Capacity Building Manager is an essential part of the Black AIDS Institute's leadership team. Under the supervision of the Deputy Director, the Training & Capacity Building Manager leads the organization as its chief HIV prevention and care expert and is responsible for increasing 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 leads the development, implementation, and evaluation of all BAI’s HIV treatment and prevention trainings, capacity building and internship programs. This position manages 2-3 staff and 3-5 interns. The Training & Capacity Building Manager will work extensively with health care organizations, health departments, and local communities across the country to increase the number of Black Americans reaching HIV viral suppression.

**Job Location:** Los Angeles, California preferred, remote optional

**Reporting Relationship:** Deputy Director

**Supervisory Relationship:** Program Coordinators, Specialists, and Interns

**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:**

- Lead the development and implementation of in-person and long-distance strategies to deliver effective HIV trainings and technical assistance to health care organizations, health departments, and partners
- Develop training, technical assistance, and related evaluation tools
- Facilitates meetings and building consensus with staff and other stakeholders
- Design and conduct program evaluation and outcome assessments
- Develops HIV-related low-, medium- and high-intensity curricula for adult learners
- Establishes strategic programmatic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes
Plan, implement and supervise key aspects of BAI training programs. This includes, and is not limited to:
- monthly webinar Brown Bag Lunch Series;
- year-long fellowship programs including the African American HIV University (AAHU);
- Black Treatment Advocates Network (BTAN) trainings;
- United States Conference on AIDS and other conferences;
- learning collaboratives;
- HIV Certification Program;
- BAI Internship Program; and other training and capacity building programs as determined.

Collaborate with other BAI departments as part of the BAI leadership team to ensure cohesiveness and excellence in overall program development and execution.

Displays an ability to manage multiple tasks using independent judgment and discretion.

Works 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.

Some travel required.

**Required Qualifications:**

- Minimum of 3 years’ experience conducting training and capacity building programming.
- Minimum 2 years’ management experience.
- Bachelor’s degree in Public Health, Social Work, Health Promotion, Health Administration, or related field.

**Preferred Qualifications:**

- Master’s degree in Public Health, Social Work, Health Promotion, Health Administration, or related field.
- Strong evaluation experience.
- High level proficiency in Windows and Microsoft Office applications (Word, Outlook, PowerPoint and Excel).
- Excellent oral, written, interpersonal communication, public speaking and presentation skills.
- Expertise in adult learning theory and instructional design.
- Expertise in in-person and long-distance curriculum development and delivery.
- Excellent training and facilitation skills.
- Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and treatment among Black people and Black LGBTQ communities.
- Strong project management skills.
- 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, resume and original curriculum or training sample to humanresources@blackaids.org. Email subject line should read “Training & Capacity Building Manager.” 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.